Videoconference Reference Guide
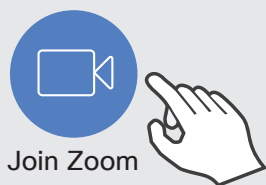
SCAN FOR A DIGITAL COPY

UBC

Connecting to your Videoconference

⚠ Please ensure your room is booked before connecting.
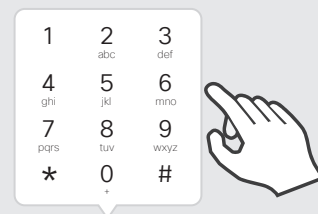
1 Join Zoom

To join a Zoom meeting, tap the "Join Zoom" icon on the touchpanel.

2 Keypad

Tap the "Keypad" icon to display the numeric keys.

3

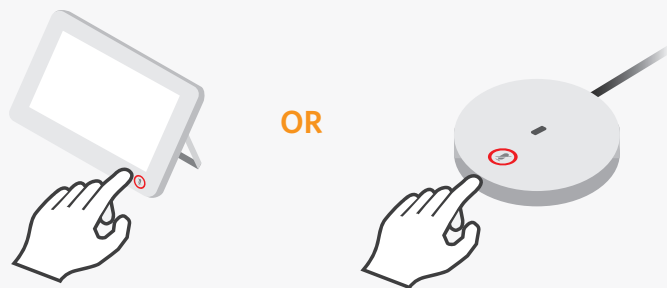| 1	2 abc	3 def
4 ghi	5 jkl	6 mno
7 pqrs	8 tuv	9 wxyz
*	0 +	#

Enter your meeting ID and passcode.

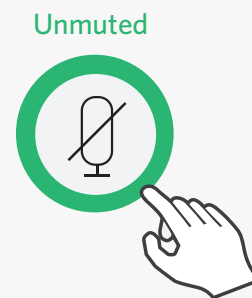## Unmuting / Muting your microphone

1 OR

Locate the "Microphone" button on either the touch panel or the tabletop microphone.
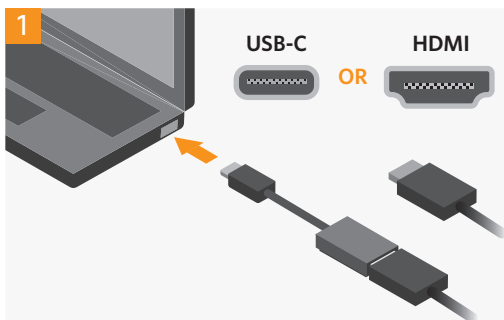
2 Muted

Press the "Microphone" button to Unmute.
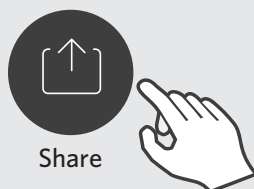
3 Unmuted

Press again to Mute.

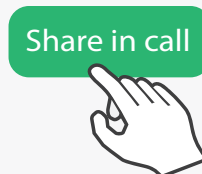## Sharing your Screen

1 USB-C OR HDMI

Connect your laptop to the system using the provided HDMI cable and/ or USB-C adapter.

2 Share

Tap the "Share" icon on the touch panel.

3 Share in call

Tap the "Share in call" icon to share your screen.

4 Stop Sharing

Tap again to stop the sharing.

Recording your Videoconference

⚠ Only the meeting Host or Co-host has the ability to start the recording

Option 1: Using In-Room Touch Panel
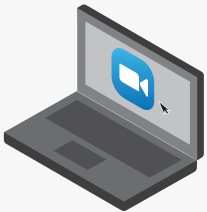
1 Ensure you are connected to your Zoom meeting.

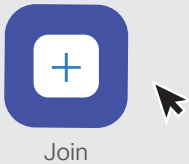**2** Keypad — Tap the "Keypad" icon to display the numeric keys.

3 Tap "1" to open the on screen menu options.

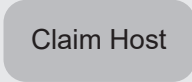**4** Tap "5" (Start/Stop Recording) then enter the Host Key.

5 Recording... — The indicator above appears on the top left corner of the screen when the recording has started.

Option 2: Using Desktop Zoom App

1 Start the Zoom App on your laptop.

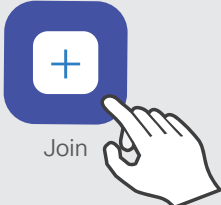**2** Join — Click "Join" then enter your meeting ID followed by the passcode.

3 Participants — *Skip to step 5 if you are already logged in as host.* Click "Participants" to open the participant window pane.

4 Claim Host — In the participant window, click on "Claim Host" then enter the Host Key.
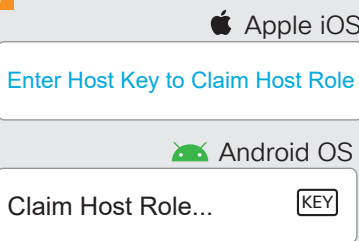
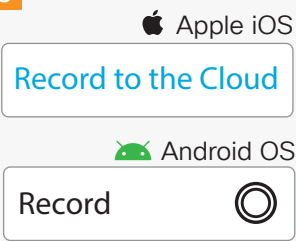**5** Record — Click the "Record" button and select "Cloud Recording".

Option 3: Using Mobile Zoom App

1 Start the Zoom App on your device.

2 Join — Tap "Join" then enter your meeting ID followed by the passcode.

3 More — Tap on the "More" icon.

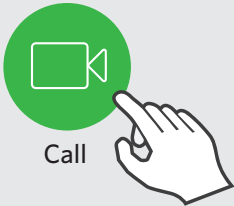**4** Apple iOS — Enter Host Key to Claim Host Role — Android OS — Claim Host Role... KEY — *Skip to step 5 if you are already logged in as host.* Tap on "Enter Host Key..." or Tap on "Claim host Role".

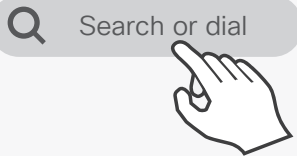**5** Apple iOS — Record to the Cloud — Android OS — Record — Tap "More" then tap "Record to the Cloud" or "Record".
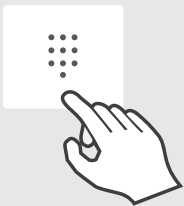
Connecting to your Audioconference

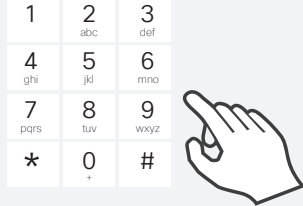⚠ This feature is available in university-based FoM VC rooms only

1 Call — To join your audioconference, tap the "Call" icon.

2 Search or dial — Tap the "Search or Dial" field.

3 Tap the keypad icon to display the number keys.

4 Tap "8" to dial out then enter the toll-free number. *Tap "9" for 604, 778, and 236 area code numbers.*

5 Call — Tap "Call".

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