

Videoconference Reference Guide



Connecting to your Videoconference

⚠ Please ensure your room is booked before connecting.

1

VIDEOCONFERENCE DIALING

To join a Zoom meeting, tap the “Videoconference Dialing” icon on the touchpanel.

2

8723456
1 2 3
4 5 6
7 8 9
0 *

CONNECT

Enter “8723456” using the numeric keypad followed by “Connect”, Then enter your meeting ID and passcode.

Unmuting / Muting your microphone

⚠ Replace rechargeable batteries before use of wireless or handheld

1

WIRELESS

Mute

- Off
- Unmuted
- Muted
- Battery low

Press and hold the Mute button to turn it on/off. Press and release to Mute.

1

HANDHELD

Mute

- Off
- Unmuted
- Muted
- Battery low

Press and hold the Mute button to turn it on/off. Press and release to Mute.

1

LECTERN

Unmute

- Unmuted
- Muted

Press the button to Unmute, press again to Mute. (Skip steps 2+3)

2

AUDIO SOURCES

Tap the “Audio Sources” icon.

3

Muted

Unmuted

Then Tap “Off/On” to activate the corresponding microphone you wish to use.

Sharing your Screen

1

- HDMI
- MINI-DP
- USB-C

Connect your Laptop to the system using one of the supplied cables.

2

Right Room Screen

Tap the “Right Room Screen” icon on the touch panel.

3

LAPTOP

Then tap “Laptop” from the source list.

4

NONE


When you’re done Tap “None” to stop 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

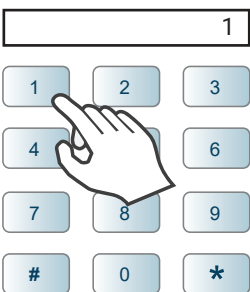
1



VIDEOCONFERENCE DIALING

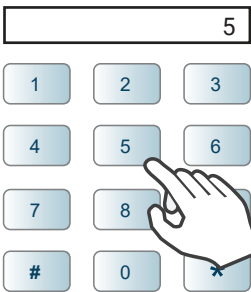
Tap "Videoconference Dialing" icon to display the numeric keys.

2




Tap "1" to open the on screen menu options,

3



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

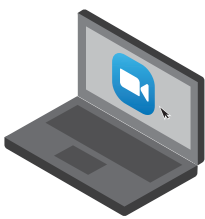
4



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



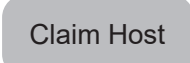
Click "Join" then enter your meeting ID followed by the passcode.

3




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

4



In the participant window, click on "Claim Host" then enter the Host Key.


5



Click the "Record" button and select "Cloud Recording".


Option 3: Using Mobile Zoom App

1



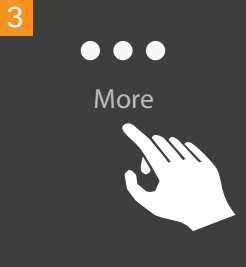
Start the Zoom App on your device.

2



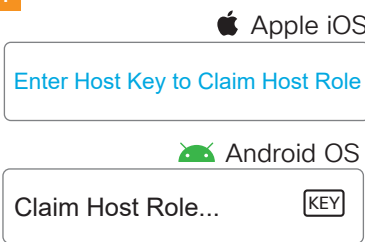
Tap "Join" then enter your meeting ID followed by the passcode.

3



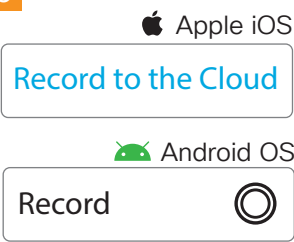
Tap on the "More" icon.

4



**Skip to step 5 if you are already logged in as host.*
Tap on "Enter Host Key..." or Tap on "Claim host Role".

5




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

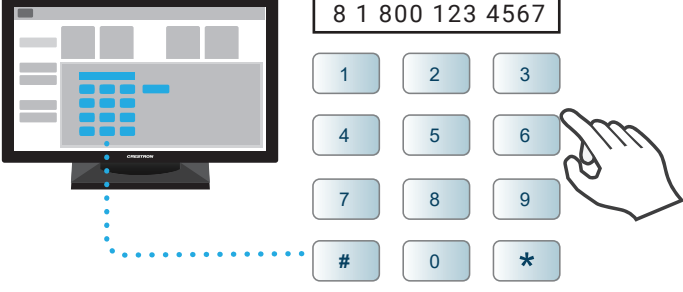
1



TELECONFERENCE DIALING


To join your audioconference, tap the "Teleconference Dialing" icon.

2



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

3



Tap "DIAL".