



To start TAP the panel

ZOOM Meeting

1. Select and press **Zoom PC**.
2. PRESS TO START to display the red UC wallpaper for Zoom.
3. On the Zoom iPad controller, you can Start an instant meeting by inviting others or join a Zoom meeting by entering ID.



Important: Be sure to grab a desktop gooseneck microphone stored inside the cabinet behind the LCD screen. Once they come off the charging docks, light indicator turns to green (active).



For presentations

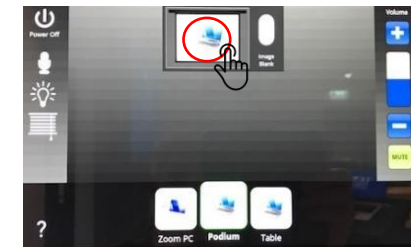
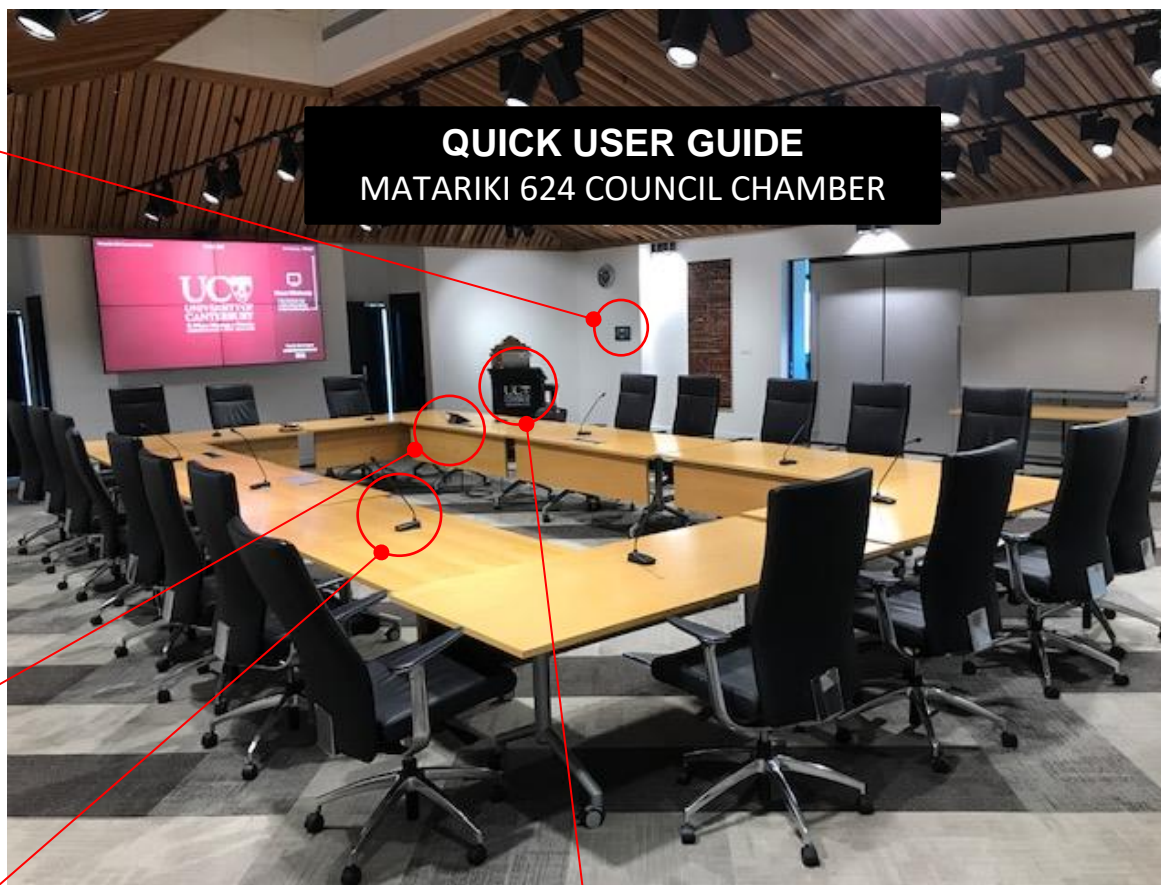
From the Podium:

1. Select and press **Podium** on the touch panel.
2. PRESS TO START to display the installed laptop via HDMI > DisplayPort connection.

Note: Press Windows **Key + P** to display your options on the right hand side.

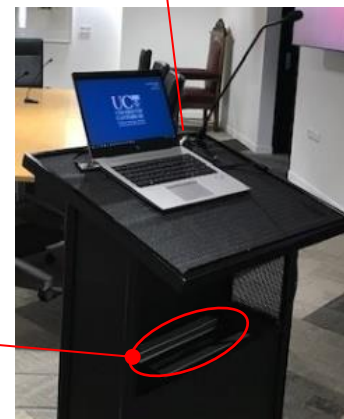
From the Table:

1. Select and press **Table** on the touch panel.
2. PRESS TO START to display the connected laptop on the table via VGA or HDMI connections inside the hydraport box.



HYDRAPORT

boxes can be found on the table and below the lectern.



Always press Power Off when finished.

Power Off

Other touch panel controls
Controls to lightings, audio levels, and blinds/curtains can be adjusted anytime on the panel by pressing the appropriate settings.

Microphone / Audio



Program (computer) audio can be adjusted by pressing + (increase) or - (decrease) volume level or mute.



By clicking the microphone icon, audio level of the lectern microphone can be adjusted. When mute is highlighted red it means muted.

Lighting



Blinds



If needed, please see the AUDIO VISUAL SYSTEMS GUIDE posted behind the door housing the equipment cabinet.