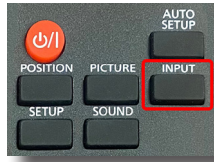


CONFERENCE ROOM USER GUIDE

Start the Room System

Press the power button on the Panasonic remote control. The room PC should display on the screen.

If the PC does not display, tap the mouse or keyboard to wake it. Check that the TV is set to "HDMI 1" by pressing the "INPUT" button on the remote.



If the room has other devices (e.g., wireless presentation, laptop cable, Apple TV), change the TV input to HDMI 2 to display them.

Zoom and Webex Meetings (Room PC Only)

Launch your preferred browser and click the meeting link. If prompted, select "Room Speakers (Bose)" for the speakers, and "Room Mic (Bose)" for the mic.

Note: The room camera and mic are not accessible from a laptop.

Camera and Audio Control

Adjust the camera pan/tilt/zoom (PTZ) with the Bose remote. Camera auto-framing can be disabled using the button below the PTZ controls. Audio can be adjusted on the PC or the Bose remote.



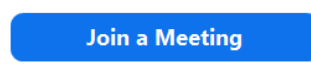
BEST PRACTICES

Zoom Conferencing Tips

You must use the room PC. The room camera and mic are not accessible from a laptop.

Joining a Meeting Using the Zoom App

- Have the meeting information from the email or calendar invite available on your laptop or smartphone.
- On the room PC, open the Zoom app and click "Join a Meeting."
- When prompted, enter the Meeting ID and passcode.


Joining a Meeting Using the Meeting Link

- Open a web browser on the room PC.
- Login to your UNC email account using the UNC campus email shortcut on the browser home page or by going to heelmail.unc.edu.
- Click on the Zoom meeting link in your email invite or in your Outlook calendar.
- If you are the Host, you can also log into your UNC Zoom account at unc.zoom.us and click on "Meetings."

Presenting in the Room Only (No Conferencing)

Laptop – If the room has a laptop HDMI cable (not available in every conference room), connect your laptop and change the TV input to HDMI 2.

Room PC – If an HDMI cable is not available, you can access your documents on the room PC by:

- Emailing the documents to yourself.
- Using online storage such as OneDrive.
- Putting your files on a USB flash drive. USB ports are attached to the left side of the TV monitor.

To Report Room Issues - Please visit go.unc.edu/ats and click Report an Issue
For Immediate Support - Please call 919-843-9086
Support is available Monday - Friday 7:00 AM - 5:00 PM

