NRI 7th Floor Video Conferencing Guide

Requirements

- **BCM Zoom Meeting**. This <u>does not</u> apply to any Zoom Meetings created under other institutions or individual accounts.
- **Meeting ID**
- **Passcode**. This should be a string of numbers only. The BCM Zoom Bridge will not accept a manually created password using letters.
- The **SIP address**. This is typed out as

  "[*your Meeting ID*]@zoomcrc.com"

Procedure

1. On the touch panel, tap the green **Call** button or the **Call** button on the lower left of the screen.
2. Touch the field that says "**Tap for Dial Pad**". The keyboard will appear on the screen.
3. Enter the **SIP address**:

   [*your Meeting ID*]@zoomcrc.com.
4. Touch green **Call** button on the keyboard.
5. Once connected, select **Dial Pad.**
6. Enter the **Meeting Passcode followed by #**.
7. Select **Dial Pad** again.
8. Enter **1** followed by **2** to unmute the room in the Zoom meeting.

Requirements:

- **TCH Teams Meeting**. Conference Center AV Systems cannot connect to BCM or other Teams Meetings.
- **Video Conference ID**. This can be found in the meeting info in the invitation or Teams and Outlook calendar entries.
- The **SIP address**. This is typed out as

  "[*your Video Conference ID*]txchildrens@m.webex.com"
- **Meeting Host Online**. Host can allow and unmute room system.

Procedure

1. Have the Host start the Teams meeting from a computer.
2. On the touch panel, tap the green **Call** button or the **Call** button on the lower left of the screen.
3. Touch the field that says "**Tap for Dial Pad**". The keyboard will appear on the screen.
4. Enter the **SIP address**:

   [*your Video Conference ID*] txchildrens@m.webex.com.
5. Tap **CALL** to connect.
6. Have the Host allow the Conference Room into the meeting, if necessary.
7. Have the Host unmute the Conference room in Teams.

Sharing Computer Content via the Meeting

WARNING: MacBooks can only share content by connecting <u>separately</u> through the Zoom or Teams client application.

Connect your laptop via WiFi, join the meeting and **<u>DO NOT</u> connect to audio** to eliminate feedback. Alternatively, **headphones can be used to reduce feedback.**

Sharing Content via the AV system (<u>DO NOT</u> connect MacBooks via this method):

1. Connect your computer via **HDMI** Input, **Clickshare** USB Device, or Crestron **Air Media**.
2. Tap **Share** and drag the icon for your input into the **Call Content** window.