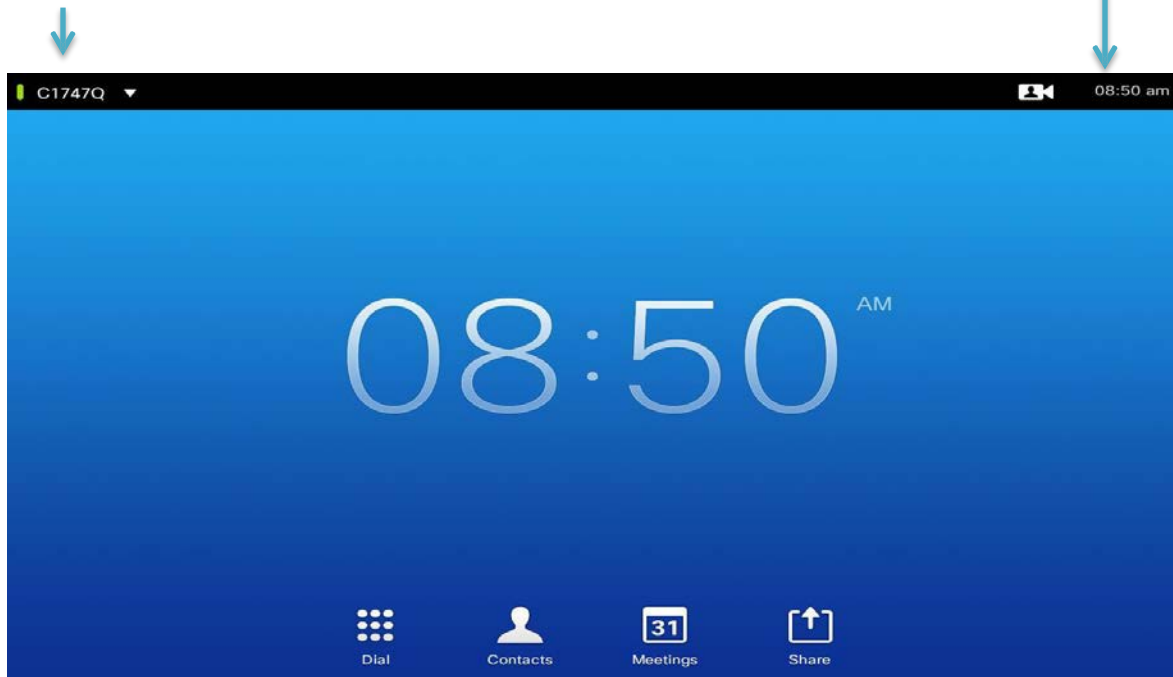


## How to use the system to make Video conference calls and share content

Use the Cisco Touch Panel to operate,

Access *Settings*, *Standby mode* and the *Do Not Disturb* feature

Camera control Menu



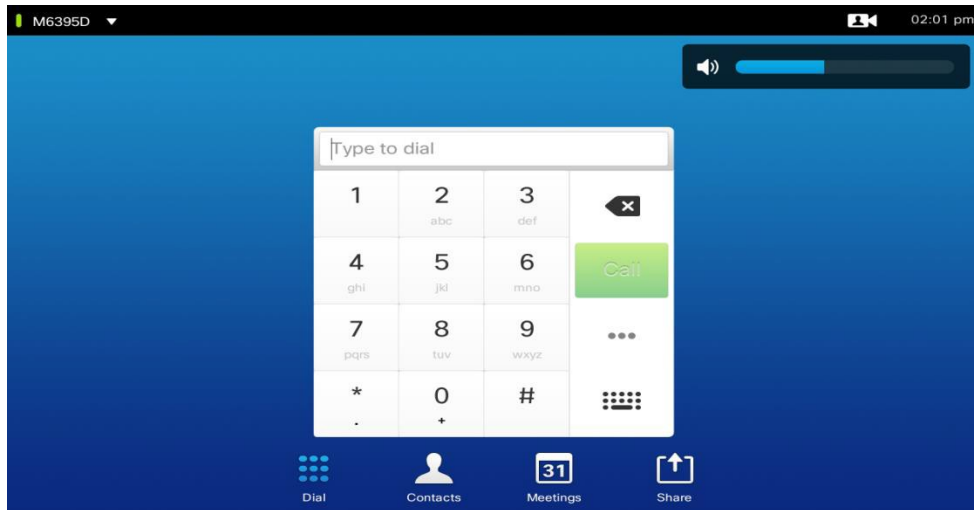
To display content use the VGA or HDMI cables to connect to your laptop and then tap on share icon.



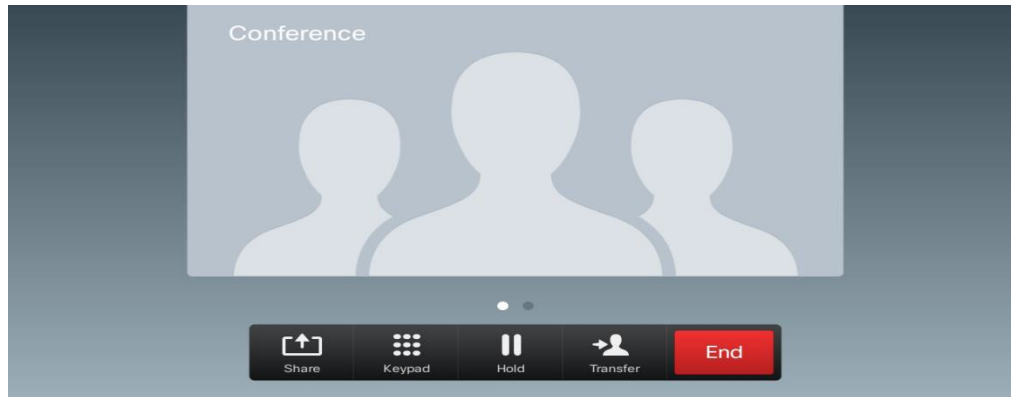
Select your source.

**For support contact: IT Service Desk**  
MAIN: 415-514-4100 or <http://help.ucsf.edu>

## How to use the system to make Video conference calls and share content



Tap on the dial icon to dial the number or select keyboard for alpha dialing. You may select contact to choose a name from the contact list. You may share content during a video conferencing call. Make sure your presentation source is connected to HDMI cable and select share.



Select *Share* and press **OK** on the Remote Control

To stop sharing content, select *Stop sharing* and press **OK** on the remote control.

**For support contact: IT Service Desk**  
**MAIN: 415-514-4100** or <http://help.ucsf.edu/>

# Conference Room

## 6500

### Video Conferencing

**Bridge Number:** 55590029

- The bridge is used for video conferencing-- Use the white, *touch pad*.
- How to start a conference
  - Dial the bridge number provided onto the touchpad screen under the section that says, "Dial."
  - Any other users trying to join the conference must also dial the same bridge number to join the conference.

### Zoom Audio/Video Conferencing

- Main keypad: Reboot system, press start over icon
- Press video conference icon
- Press contacts
- 4 Folders – select Zoom folder
- Press Zoom SIP (IP address)
- Press call icon
- Enter Zoom ID meeting # - keyboard icon, # to join – on the laptop click the Zoom icon
- Camera icon to adjust visual settings
- HDMI cable
  - Share content
  - Share laptop
- Ask participants to turn off audio on their cell or laptop to avoid sound feedback
- If you are using the room to join a Zoom meeting, i.e., you dialed Zoom from the Creston touch panel – Do not connect to Zoom via a laptop in the room to share content, this will cause a video loop. Do use the HDMI cable.