Joining a meeting using meeting ID

Before joining the Video Conference, you need:

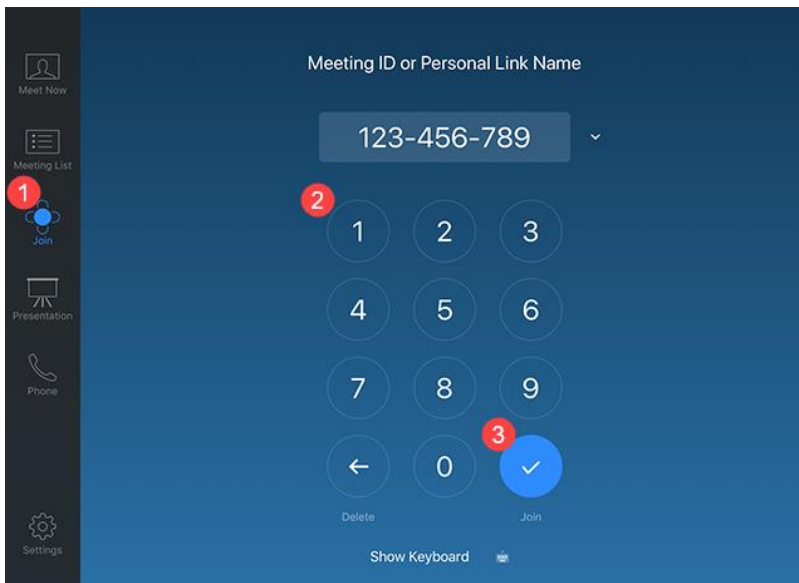## Turn on the VC Meeting Panel

Hit [**Power**] Button to Turn-On the panel

Hit [**Connect**] Button

Hit the [**Preview**] button to switch the PC Screen

Join a Zoom meeting with VC Meeting Controller

1. Tap **Join** in the left panel.
2. Enter the meeting ID using the number pad.
3. Tap **Join**.
4. Enter the meeting password (if provided) to start the meeting.

Schedule a Meeting

- Scheduled a Meeting with Meeting ID

https://www.eduhk.hk/ocio/hosting-online-meeting-zoom#schedule

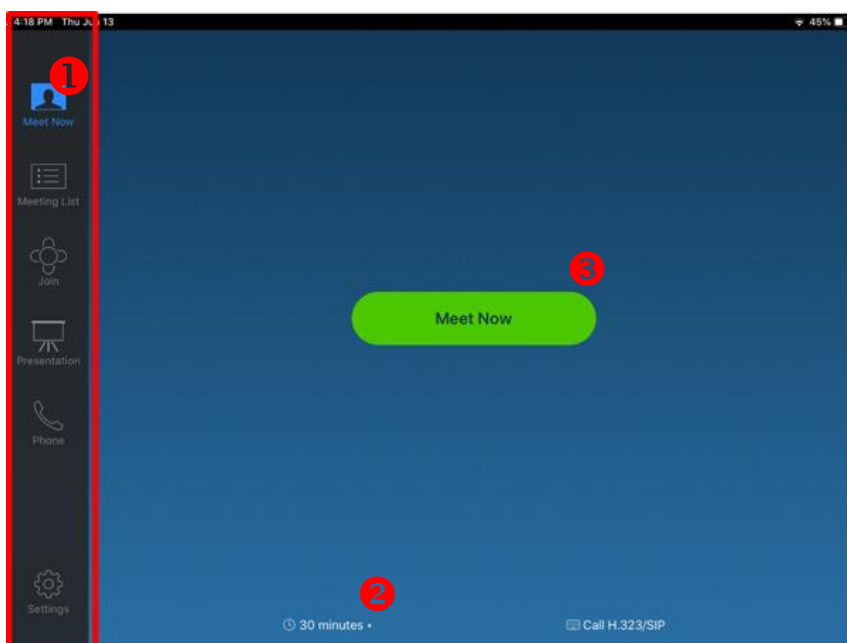# Start an instant Meeting

Turn on the VC Meeting Panel

Hit [**Power**] Button to Turn-On TV

Hit [**Connect**] Button

Hit the [**Preview**] button to switch the PC Screen

Create a Zoom meeting with VC Meeting Controller

1. Tap **Meet Now** in the left panel.
2. Select the meeting duration time.
3. Tap **Meet Now** in the Centre.

Share the content during Meeting

If you have any contents (e.g. PowerPoint slides, computer screen) to share with the participants, you can connect your laptop to the VC Meeting Controller.

- Plug the HDMI cable into your laptop's HDMI port.
- Screen sharing will be turned on automatically.
- To stop the sharing, un-plug the HDMI cable.

Notes:
- Apple AirPlay function is NOT available to use in share content.
- Recording features is NOT available.

Control Meeting

VC Meeting Controller

Mute/unmute room microphone

Change video display layout
Speaker view: displays active speaker
Gallery view: shows all attendees in grid

View and manage meeting participants

Leave the meeting or end the meeting if host

Invite others into the meeting

Share content from your laptop or mobile device

View meeting chat messages. You can even enable chat messages for the room display.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)