NRI 7th Floor Video Conferencing Guide

Requirements

- BCM Zoom Meeting. This does not 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.

Sharing Computer Content via the Meeting

*WARNING: MacBooks can only share content by connecting separately through the Zoom or Teams client application.*

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

Sharing Content via the AV system (DO NOT 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.

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.