ZOOM ROOM TRAINING
For Faculty, Students, Staff & Presenters
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• **DO NOT** touch *Zoom Room iPAD* before you complete training

• 3 simple motions can disconnect Zoom (i.e. tap, tap, swipe)

• This would require IT to come over & manually enter 25-entry case protected account password: *(i.e. a b c d E I E I O 1 2 3 4 5 9 h i k e ....)*
DO’S & DON’T’S

• Please **DO NOT** click on buttons you will not need!

• Click on **Meet Now** for instant meeting

• **Meeting List**, if needed
ZOOM COMPUTER TROUBLE SHOOTING

- If you see a computer screen saver or CHEG-CONF (enter password), the Zoom Computer is **not connected**
- Turn on mouse (in podium) and click on screen
- Restart computer
- Computer should re-login to Zoom (automatically)
ZOOM ROOM SCHEDULING

• Make a reservation for 366 CLB via CBE WebEvent Calendar

• Include ZOOM ROOM MEETING in Event Title and indicate:
  ✓ Is this a RECURRING meeting with internal only participants?
  ✓ Internal meeting ONLY or External participants?
  ✓ Do you want a password? NOTE: A password will be required if you need a unique ID Code (same code every time)?

• Follow up with your support person to ensure Zoom Meeting is scheduled in 366

This is an internal recurring group meeting – please use a confidential unique ID Code and Use the password TESTMe
SCHEDULING INSTRUCTIONS

• To **Install** Zoom Room Plugin contact COE-IT for:
  ✓ Secure Outlook plugin [link](#)
  ✓ Confidential Zoom account username
  ✓ Confidential Zoom password (via Dropbox)

• Click on **Schedule a Meeting**
ADMIN ONLY SCHEDULING DO’S & DON’T’S

- **Video**: Choose **Off**
- **Audio Options**: Choose **Both**
- **Meeting Options**:
  - Click on **Enable join before host**
  - **DO NOT** Use Personal Meeting ID if external participants
  - **For internal use ONLY**, Require meeting password to Use Personal Meeting ID (set unique password)
  - **DO NOT** Save and do not show again
- Click **Continue**
ADMIN ONLY SCHEDULE DATE, TIME & ROOM

- **Schedule Date & Time:**
  - Enter *Start time* date/time
  - Enter *End time* date/time
  - Enter *All day*, if needed

- **Schedule Room:**
  - Click on *Rooms*
  - Search for *CLB*
  - Click on *CLB-366*
  - Click *OK*
**ADMIN ONLY SCHEDULE PARTICIPANTS**

- **Location:** CLB-366 (should be auto populated)

- **To:**
  - CLB-366 (should be auto populated)
  - Enter email address of participants

- Rename **Subject**, if needed

- Click **Send**
ZOOM PROJECTOR CONNECTION

- Turn **ON** power to projector, then click on **Video Conf PC**
- **DO NOT** click on PC
- Trouble Shooting:
  - If panel doesn’t connect right away to Zoom and show meeting, then use keyboard and mouse to select 366-CLB
  - If display screen isn’t HighDef, toggle back to PC and reconnect to Video Conf PC
ZOOM COMPUTER TROUBLE SHOOTING

• If you see a computer screen saver or CHEG-CONF (enter password), the Zoom Computer is **not connected**
• Turn on mouse (in podium) and click on screen
• Restart computer
• Computer should re-login to Zoom (automatically)
• **Go to** Zoom Room iPad, click on:
  ✓ **Meeting List**, if needed
  ✓ **Meeting Event**, if needed
  ✓ **Start**

• **iPad** may appear orange or red around your meeting time

• **Begin meeting promptly** or you may need to schedule a new meeting
JOIN MEETING ON LAPTOP

- Go to email meeting invite
  or https://Zoom.us
- Click on link to: JOIN ZOOM MEETING
- Download Zoom, if needed
LAUNCH ZOOM MEETING

- Click on: Open Zoom Meeting
- Enter Meeting ID# (from email): 338 177 267
- Enter Password, if needed, (from email): TESTAdmin
JOIN AUDIO

• If you are in Zoom Room:

✓ Click on Join Audio Conference by Computer

✓ **DO NOT** Automatically join audio by computer when joining a meeting

✓ **Use Zoom Room mic ONLY** (do not use laptop mic)
JOIN AS

• Enter **Your Name** as you want participants to see (i.e. Seminar Speaker or your name)

• **DO NOT** Remember my name for future meetings

• Click on **Join**
SHARE SCREEN

- Click on: **Share Screen**
- **DO NOT** Join Audio – use Zoom Room mic **ONLY**
SELECT APPLICATION

- Open window or application for presentation
- **DO NOT** Share computer sound
- You can Optimize for full screen video clip, if needed
- Click on Share Screen
MUTE MIC & SHARE SCREEN

- Click on Mute to mute your mic

- Make sure Share Screen is highlighted green
PAUSE, RESUME, NEW OR STOP SHARE

- Click on Pause Share (if you need to switch apps without viewers seeing)
- Click on Resume Share or New Share
- Click on Stop Share when done
START & STOP VIDEO

- Click on **Start Video** if you want to share your video

- Click to **Stop Video**
MANAGE PARTICIPANTS

• **DO NOT** use laptop to Manage Participants, use iPad ONLY

• Use **iPad** to Manage Participants

• Use Mute/Unmute or Stop Video **ONLY**

• **DO NOT** use Make Host or Make Co-Host
• **Invite** Participants with laptop or iPad

• Choose your email service to invite
• Use your laptop to invite participants to chat
• Click on Chat
• Use drop down arrow
• If you want chat to go to everyone, select Everyone
• Send chat (Privately) by selecting individual only
LEAVE MEETING

- Click on toolbar to **Leave Meeting**
- Confirm in popup **Leave Meeting**
- Please walk over to **Zoom Room iPad**
END MEETING

- Use **iPad** host control to **End Meeting**

- Go to **Zoom Room iPad**
- Click on **Leave**
- Click on **End (End Meeting for All)**