# Using Zoom in The Pas Room 132:

We have set up this room to be a Zoom Room with the Zoom meeting controls being handled by the iPad mounted to the table.

To use Zoom:

- Turn on both the TV & Projector by pressing the "**Zoom Room**" button on the smaller control panel.
- If the panel is blank, touch the screen
- If you see the screen saver running, touch anywhere on the iPad controller.
- Once you see the start screen (shown below) on the Projector & TV you are ready to go. It may take a moment for the images to adjust & appear on the screens.

- The iPad will always be on, and most of the time will be on the "*Home*" page. If you are hosting the meeting, you can simply press the orange **"New Meeting"** button on the center of the iPad.
- The camera will activate, the meeting will begin and the main control screen will appear on the iPad.
- Use the controls listed below to adjust audio/video.
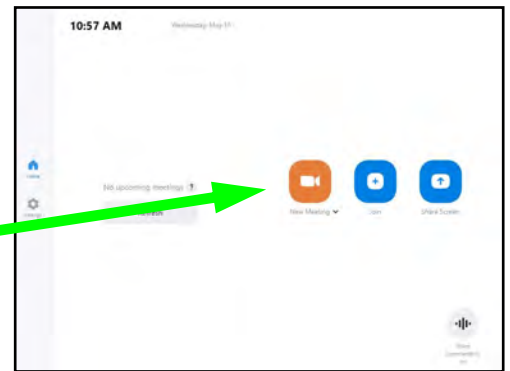
Mute/unmute the room microphone

Start/stop the room video

Share content from your laptop or mobile device

Your meeting name

Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.

Start recording to the cloud

Access to more features like chat, reactions, breakout rooms, smart focus, closed captioning and language interpretation.

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

Control PTZ camera settings, presets, or switch to secondary camera

End or leave the meeting

View and manage meeting participants

Adjust volume of the meeting in the room

If you are not hosting the meeting, but joining another person's meeting, follow these directions

Join a Meeting

1. Tap the **Home icon** on the menu bar.

2. Tap the **Join icon** on the Home screen.

3. Enter the **Meeting ID.**

4. Tap **Join** to start the meeting.
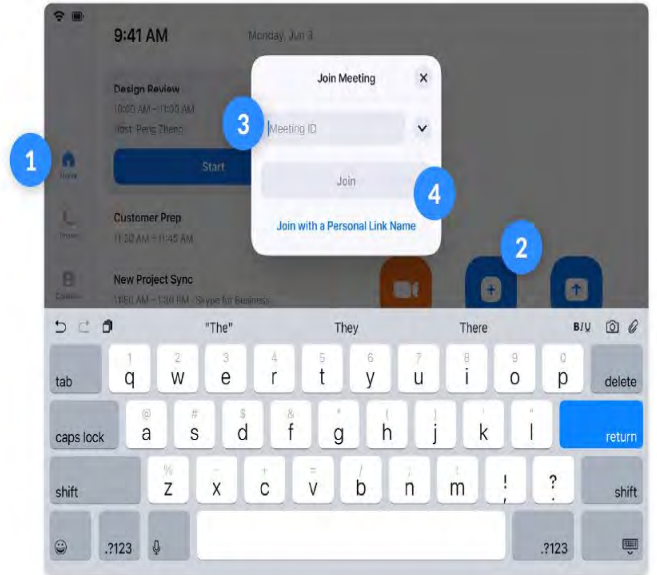
New Meeting ∨   Join   Share Screen

When you are finished the meeting, press the red "**END**" button from the main control screen: Another pop up window will appear and you should select the "**End Meeting For All**" button at the bottom of the screen to end the meeting. If you were not the host of the meeting, you can press the large red **"Leave"** button to leave the meeting.
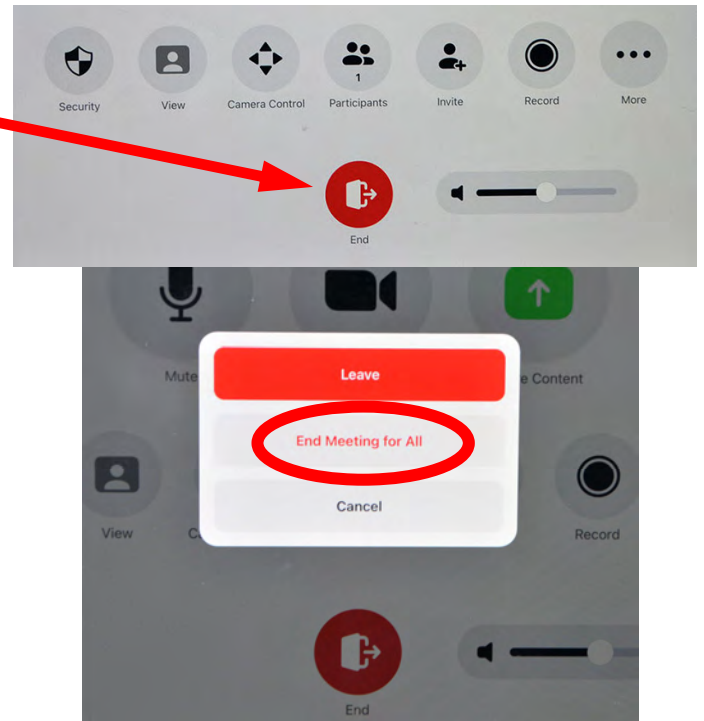
The iPad will return to the "*Home*" screen and the startup screens will show up on the projector and tv again.

Turn off the TV & Projector by pressing the **"Shut Down Room"** button on the QSYS control panel. Then select **"Zoom Room"** from the confirmation screen.
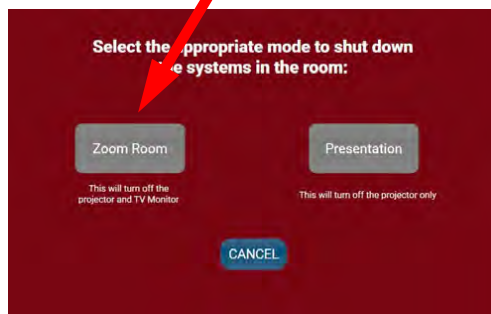
Running the camera system during a Zoom meeting:

This system now has an automatic camera switching system that is activated when people speak.
The system can be turned on or off by pressing the red button

If you turn the auto switching system off, you can select between 2 cameras and adjust their positions using the controls on the preview screen.
Pressing the small preview window (highlighted in yellow) will switch to that camera.
There are some presets (green buttons under the preview windows) for Camera 2 for shooting the end of the table when there are only 1-2 people in the meeting.
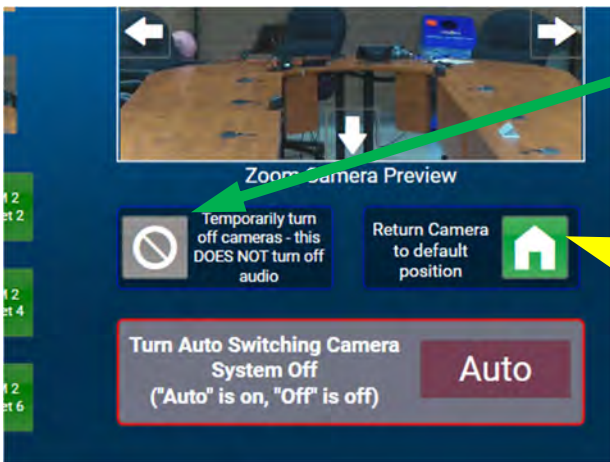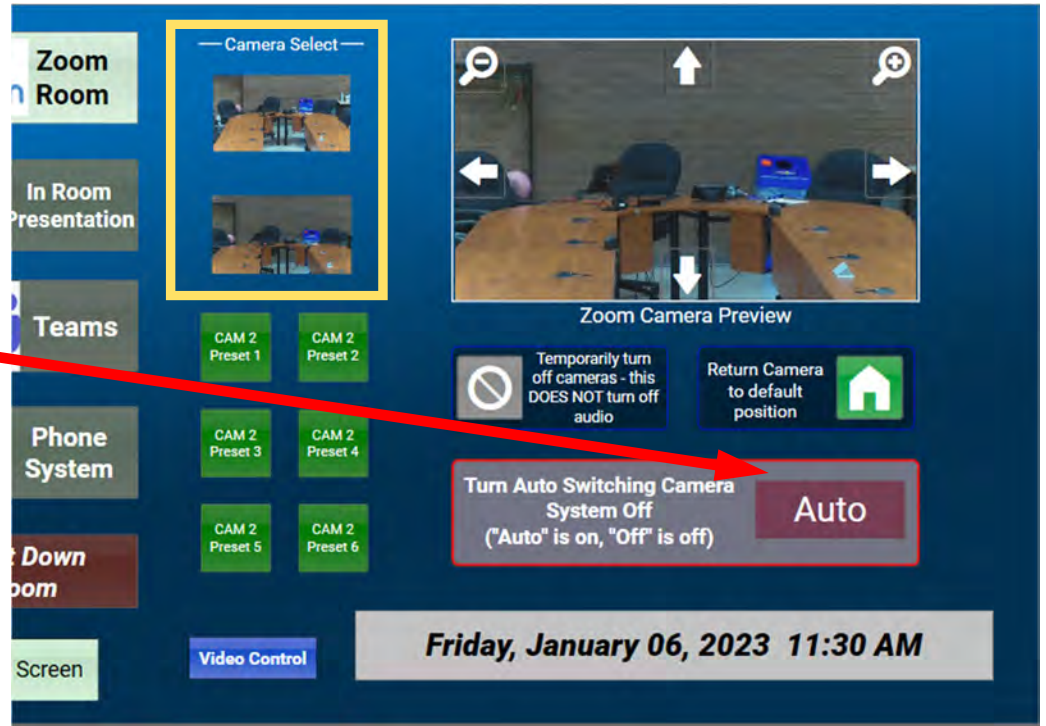
You can turn off the cameras by pressing this button. Press it again to turn them on again. NOTE - this DOES NOT disable the audio, so the microphones are still active!!

You can return the active camera to the Home position if needed.
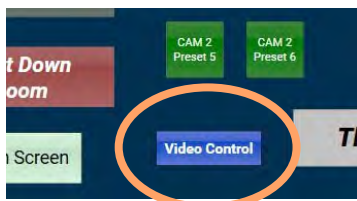
Pressing the *"Video Control"* button on any screen will pop up the window shown on the right. Here you can turn on or off the TV or projector, as well as change the input on the projector if needed. Press the video control button a second time to hide the pop up window.

To combine a phone call into the Zoom meeting, you will still use the QSYS control panel on the table. This unit can dial out only. Press the *"Phone System"* button on the left side of the panel. You can then enter the phone number and then press green off hook button to dial. Press red on hook to hang up the phone. The volume controls now adjust the level of the phone call only within the room. The Zoom audio level is controlled on the iPad.
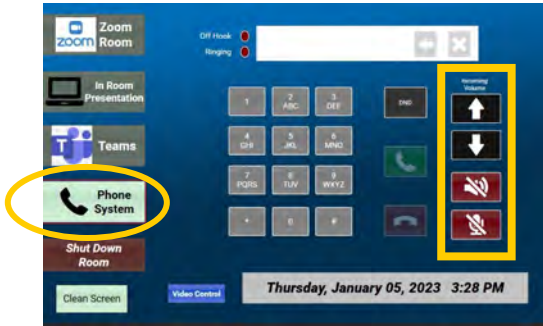

To share data in the Zoom meeting you need to bring another device with you with your documents on it (laptop/tablet/phone) & connect it to the network.
From the meeting control screen, press the green "**Share Content**" button and follow the directions on the screen that pops up.
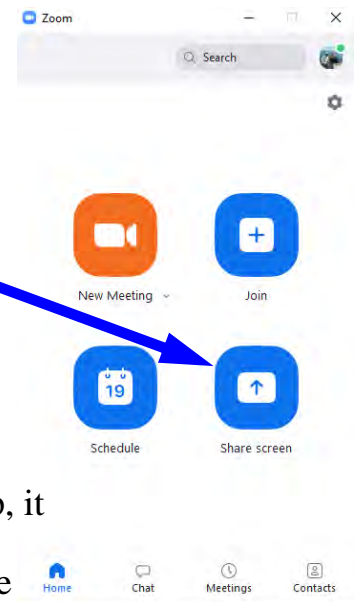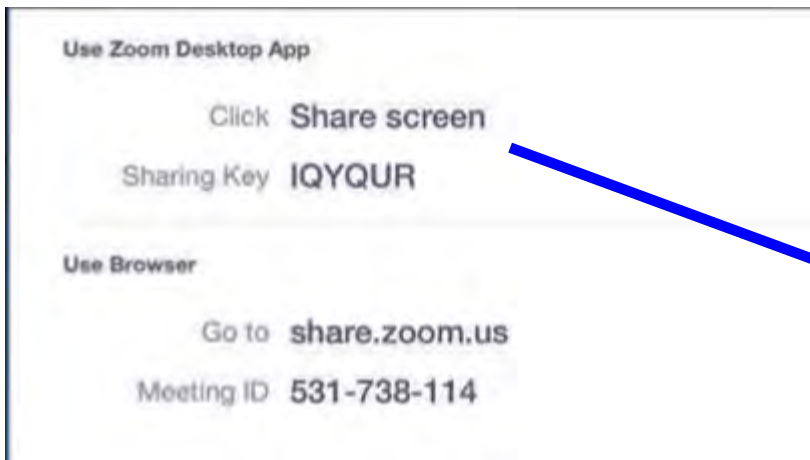
When you select "Share Screen" from the Zoom desktop app on a laptop, it may automatically detect the Zoom Room and share the screen without having to enter the sharing key. **One note - you cannot annotate on the laptop when sharing the screen using the share screen function in the methods shown above. If you will require the ability to annotate, you will need to join the meeting as described below.

You can also join the meeting, **NOT** connect your audio and video and then select share from the meeting toolbar as well.
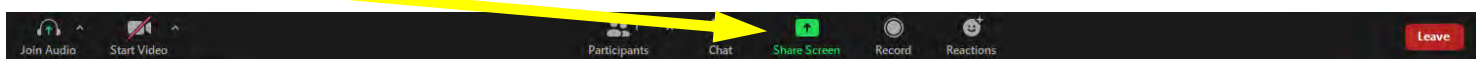
## Using the waiting room function in a Zoom room:

With this now enabled, participants who are not logged into their Zoom account with their @ucn.ca email address will be put into the waiting room when joining a meeting in a Zoom Room and will need to be admitted into the meeting via the iPad controller.
If the participant has signed into Zoom and joined the meeting, they will join directly and bypass the waiting room. You can still move these participants back into the waiting room if desired (for an in-camera session or something of that nature).

When a participant is put into the waiting room, you will see a temporary notification on the 65" TV and you will also see a red dot on the *"Participants"* icon on the iPad controller.
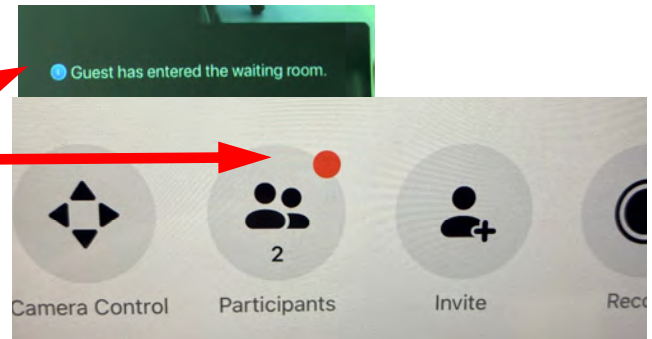
To admit them into the meeting, click on the *"Manage Participants"* icon on the iPad controller. The *"Participants"* window will open and then click on the blue *"Admit"* button by the participants name to admit them into the meeting.
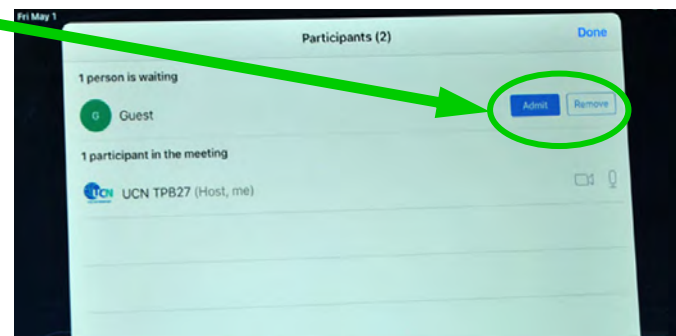
To move participants from the meeting into the waiting room, click on the *"Participants"* icon on the iPad controller. Then click on the participants name and choose *"Put in Waiting Room"* from the pop up window.
Follow the instructions from the step above to bring them back into the meeting.
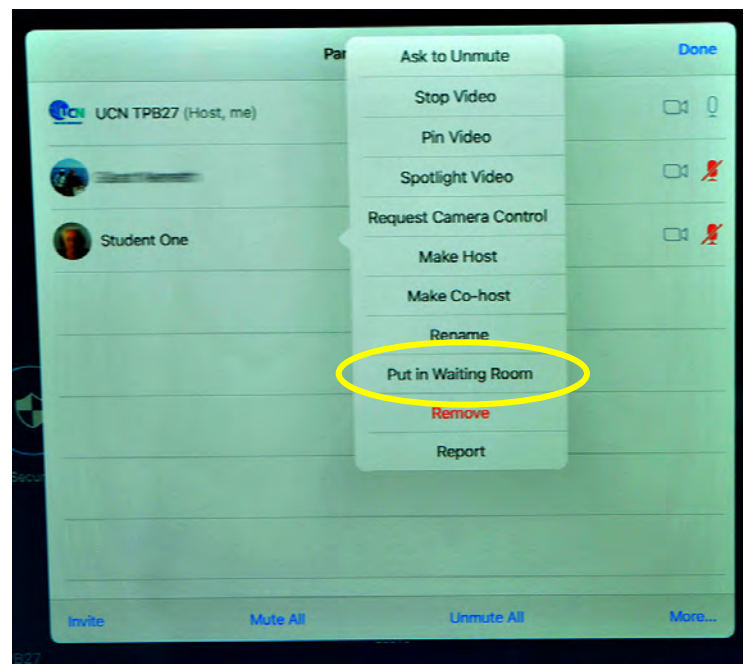
To manage other participants in the meeting follow these directions:

Manage Participants as Host

After tapping **Manage Participants** in the meeting controls:
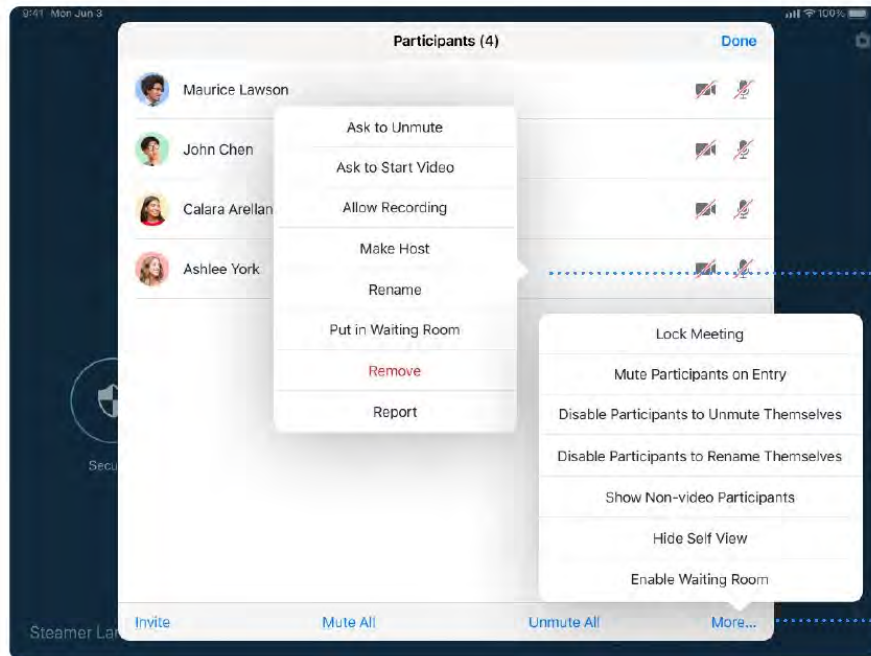
Tap the participant's name to ask them to start their video or stop their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting

Mute All participants, **Unmute All** participants, or tap More to Lock the Meeting, or choose to **Mute Participants on Entry**

You can also use the system to present within the room with a laptop with VGA or HDMI connection.

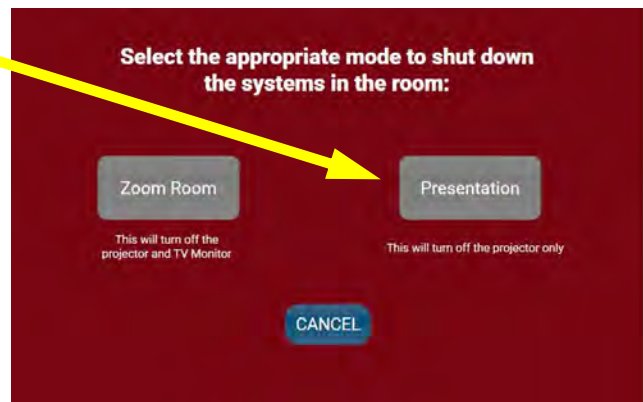Turn on the projector by pressing the **"Presentation"** button on the QSYS control panel**"**

Once the projector turns on, select the source you will be using by pressing the appropriate button on the panel.

Note - the audio levels for VGA (1/8" plug) and HDMI are preset in the rooms audio system. To change the level, you will need to change the sound level on the laptop or the media player itself.

When you are done presenting, turn off the projector by pressing the **"Shut Down Room"** button on the QSYS control panel. Then select **"Presentation"** from the confirmation screen.

Pressing the *"Video Control"* button on any screen will pop up the window shown on the right. Here you can turn on or off the TV or projector, as well as change the input on the projector if needed. Press the video control button a second time to hide the pop up window.

You can also use the system to present within the room and not be in a Zoom meeting. Turn on the Projector & TV by pressing the "Zoom Room" button on the QSYS control panel and enter the sharing key shown on the top of the Projector screen into the "*Share Screen*" function of the Zoom desktop app or follow these steps:

Tap the "*Share Screen*" icon from the Home screen and then follow the instructions on the screen.
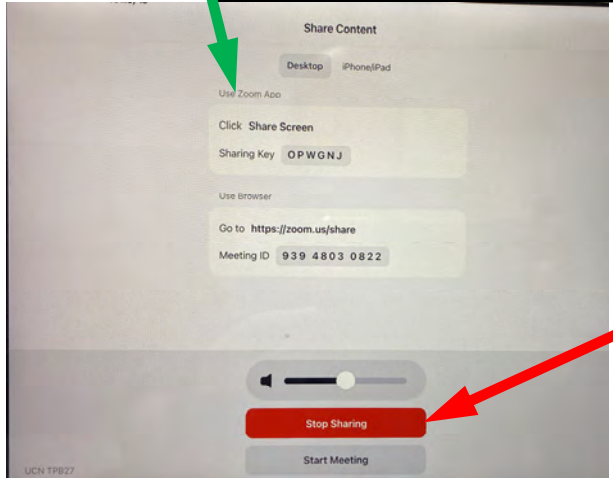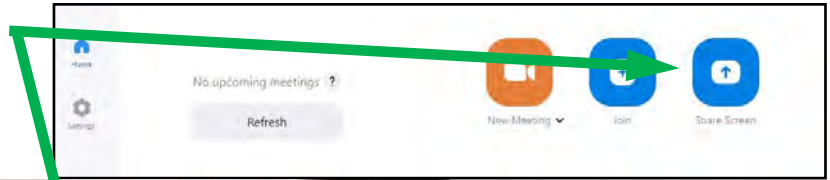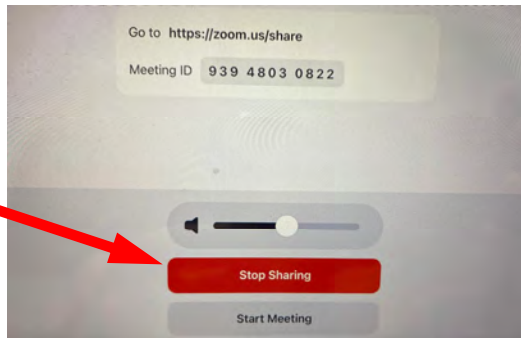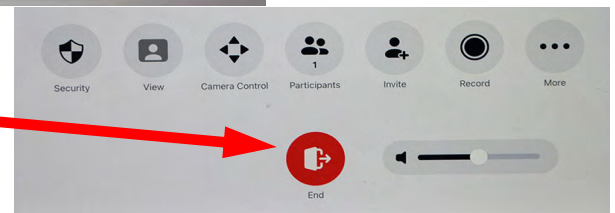

NOTE
The iPhone/iPad share does not function in our rooms.

NOTE
If you start the meeting from presentation mode, the meeting ID will be a randomly generated one and not the one assigned to this room!

Tap the "*Stop Sharing*" button to stop the screen share function.

If you did start a meeting from the share screen function. when you are finished the meeting, press the red "**END**" button from the main control screen: Another pop up window will appear and you should select the "**End Meeting For All**" button at the bottom of the screen to end the meeting.

The iPad will return to the "*Home*" screen and the startup screens will show up on the projector and tv again.
Turn off the TV & Projector by pressing the **"Shut Down Room"** button on the QSYS control panel.
Then select **"Zoom Room"** from the confirmation screen.