

# Using Zoom in Thompson Room 409:

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.

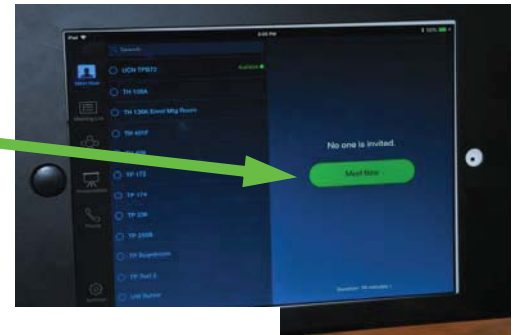
To use Zoom:

- Turn on the TV with the black Samsung TV remote.
- Turn on the projector with the white Epson projector remote. The projector should be on Computer 2. Press the “**Computer**” button on the remote to change it to Computer 2 if it is on Computer 1.
- If you see the screen saver running, touch anywhere on the iPad.

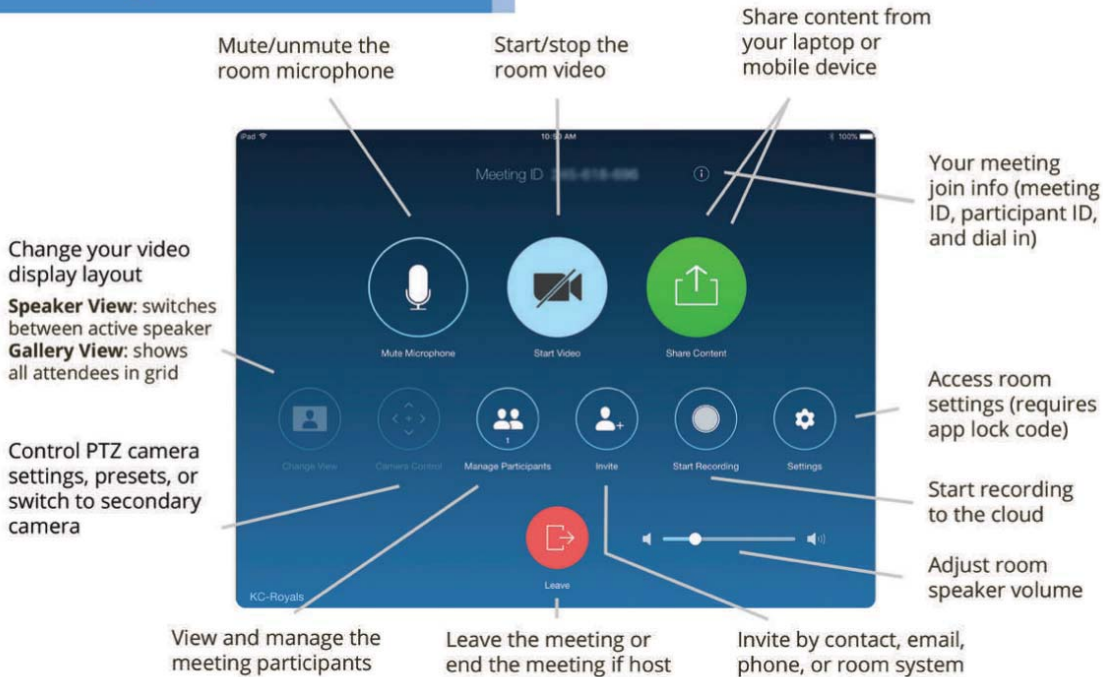


- Once you see the start screen (shown left) on both the tv & projector you are ready to go.

- The iPad will always be on, and most of the time will be on the “*Meet Now*” page. If you are going to be the host of the meeting, you can simply press the green oval “**Meet Now**” button on the right side 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.



## Meeting Controls



If you wish to invite someone before you start the meeting, find their name in the directory and select their name before pressing the green “Meet Now” button. You can see the person/room’s status to show if they are available or already in a meeting.



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

### Join a Meeting

- 1 Tap the **Join** icon on the menu bar.
- 2 Enter the **Meeting ID** on the number pad.
- 3 Tap **Join** to join the meeting.

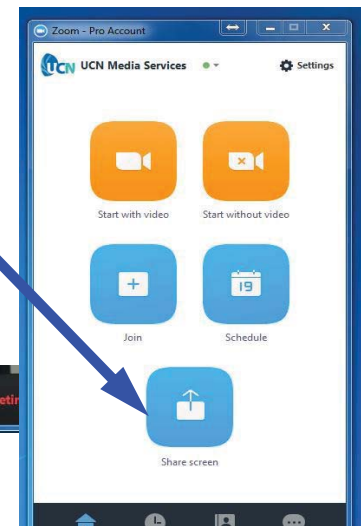
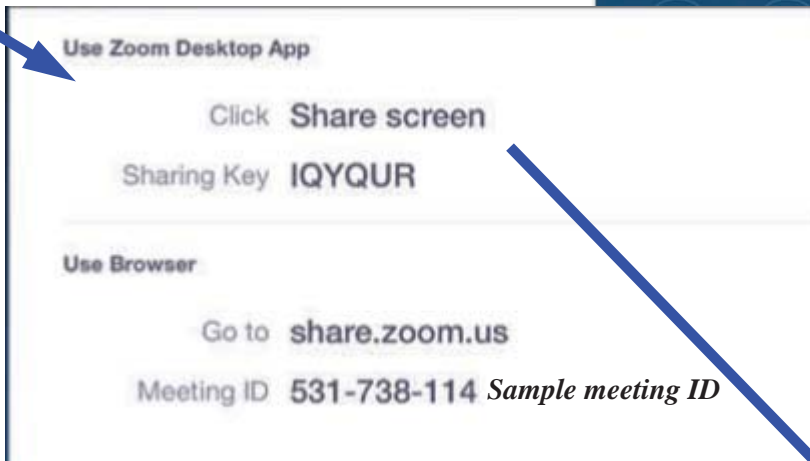
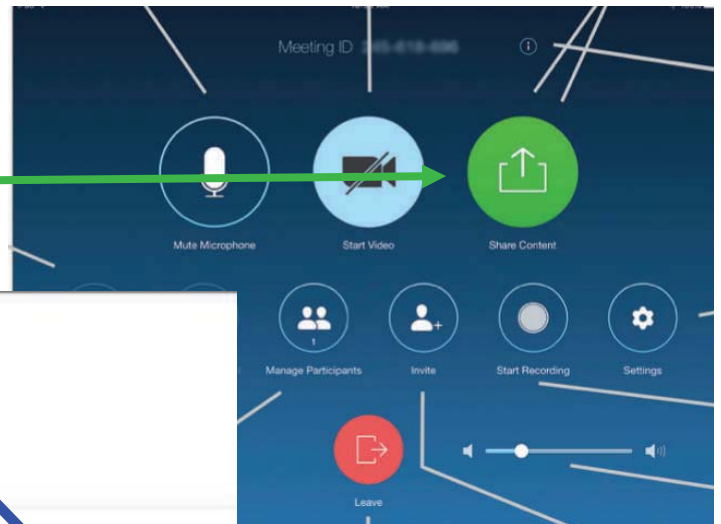


To combine a phone call into the Zoom meeting, you will still use the ClearOne Dialer on the table. This unit can still only call out to 1 number. The volume controls now adjust the level of the phone call only (the Zoom audio is controlled on the iPad) within the room and the “mute” button only mutes the mics going to the phone (to mute the Zoom mics, use the iPad).

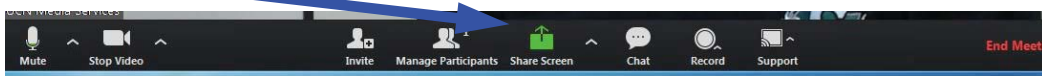


To share data in the meeting you need to bring another device with you with your documents on it (laptop/tablet/phone). Connect to the internet first.

From the meeting control screen, press the green “**Share Content**” button and follow the directions on the screen that pops up.



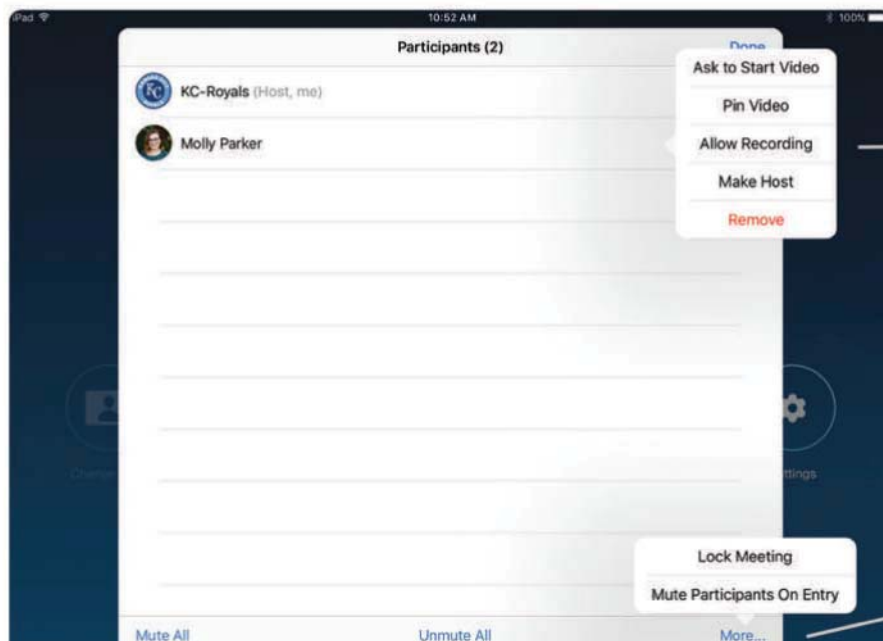
You can also join the meeting, NOT connect your audio and video and then select share from the meeting toolbar as well.



To manage other participants in the meeting follow these directions:

## Manage Participants as Host

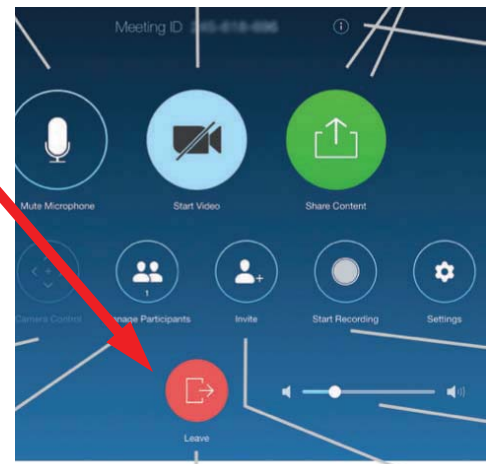
After tapping **Manage Participants** in the meeting controls:



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**

When you are finished the meeting, press the red “LEAVE” button from the main control screen: Another pop up window will appear and you should select the red “END” button to end the meeting. If you have joined a meeting, “LEAVE” may be the only option as you are not the host & cannot end someone else’s meeting.



Leave the meeting or end the meeting if host Invite by phone, or r

The iPad will return to the “Meet Now” screen and the startup screens will show up on the projector and tv again.

Turn off the projector by pressing the power button twice with the white Epson projector remote.

Turn off the TV with the black Samsung remote.

You can also use the system to present within the room and not be in a Zoom meeting. Turn on the projector & TV monitor 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:

### Presentation

- 1 Tap the **Presentation** icon on the menu bar.
- 2 Choose the device you want to share.



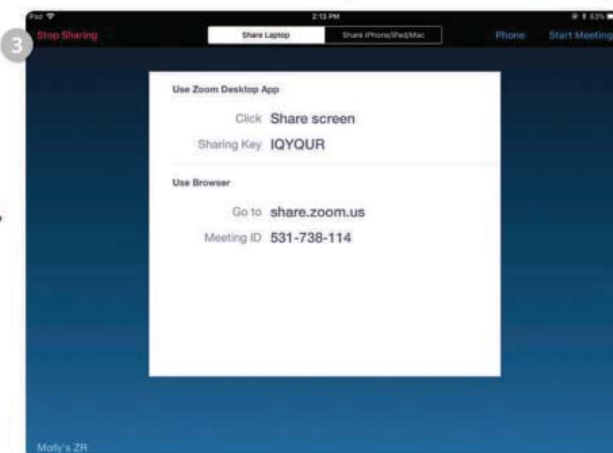
**\*\*NOTE\*\***

The iPhone/iPad share does not function in our rooms. There is a way to share them though - see IT or an LTF for these instructions.

### Meet Now

- 1 Follow the instructions on the controller.
- 2 The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.
- 3 Tap **Stop Sharing** when you are done.

**Tip** Tap **Start Meeting** to turn the presentation into a meeting.



**\*\*NOTE\*\***

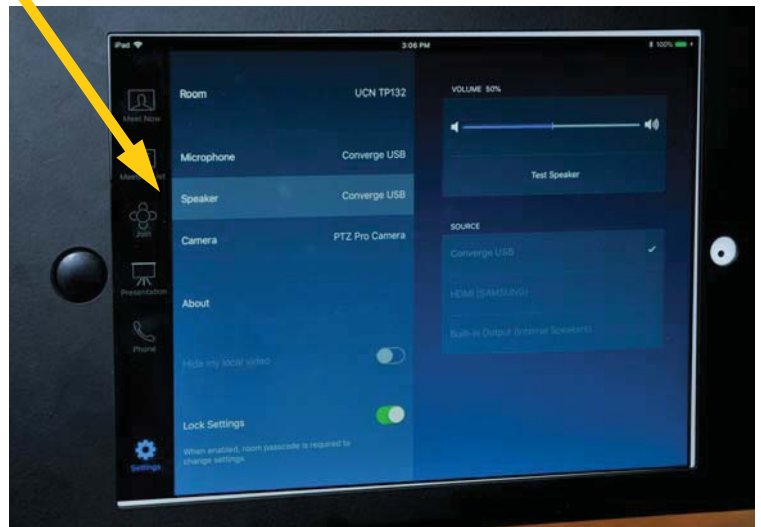
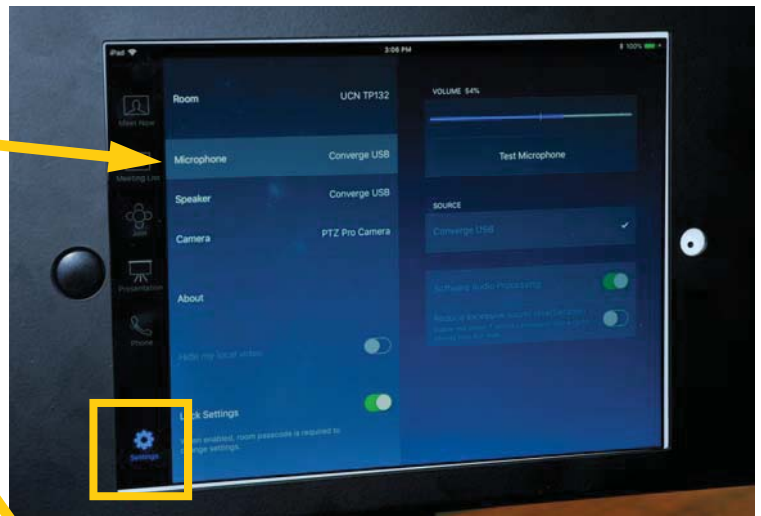
If you start the meeting from presentation mode, the meeting ID will be a randomly generated one and not the one assigned to this room!

## Other Settings:

By selecting the “*Settings*” page, you can test your microphone and your speakers.

You may be able to see other options but you cannot change them without the access code.

We currently do not have an audio plan within Zoom, so this dial pad will not make any calls. As mentioned previously, you still need to use the ClearOne dialer to bring a phone call into the Zoom meeting.



If there is a technical problem within the room, an error message will appear on the control panel, projector screen or TV monitor with the contact info for the IT Department. Chances are they will already be aware as the system sends alerts if any issues arise.