

ZOOM Rooms

Turn on TV with remote (click “exit” on remote to remove settings screen)

On iPad in room choose:

- **Presentation** if sharing screen content within the room, then select your device type.
- **Meet Now** to start an unscheduled meeting
- **Meeting List** if meeting is pre-scheduled
- **Join** if joining a meeting hosted by someone else

If others, who are present in the room, will be joining the Zoom meeting it is recommended that you mute the microphone until *they have connected and muted their mic and speakers*.

Presentation: (Presentations are meetings with screen sharing set as the default.)

- Follow on screen instructions to connect via the Zoom App or your web browser (See note 4) (Meeting ID should be typed in lowercase)
- Choose what you would like to share: full screen or a particular application
- Controls at top of screen allow you to stop sharing, annotate screen, record the presentation, ...
- Others can join via the meeting ID

Meeting/Conference:

- As needed click **Invite** and **Invite by Email** to invite others to join your meeting (to invite many participants use the wireless keyboard)
- Click **Share Content** or **Share Camera**
- Follow on screen instructions to connect your device
- Use **Camera Control** to turn or zoom in/out camera
- Use **Manage Participants** to mute audio or video for any participants

Notes:

1. Generally current screen sharer must stop sharing before another person can share their screen, but there are some instances under which the last person to click “Share Screen” will control the display.
2. Connect via AirPlay is not working consistently.
3. Please plug iPad back in on the side table, when you are done.