ZOOM ROOM TRAINING

For Faculty, Students, Staff & Presenters
### TABLE OF CONTENTS

**Instructions for Everyone:**
- **Zoom WARNING** – everyone read!
  - Slide 3
- **Zoom iPad Do’s & Don’ts**
  - Slide 4
- **Zoom Computer Trouble Shooting**
  - Slide 5 & Slide 12

**Zoom Scheduling Instructions:**
- **Zoom Room Scheduling**
  - Slide 6
- **Zoom Meeting Scheduling**
  - Slides 7-10

**Instructions for Presenters/Zoom Room Hosts:**
- **Zoom Projector – How to Connect**
  - Slides 11-12
- **Zoom Room iPad – How to Start Meeting**
  - Slide 13
- **Presenter Laptop – How to Join & Share Screen**
  - Slides 14-21
- **How to Manage Video, Room & Participants**
  - Slides 22-24
- **How to Use Chat Function**
  - Slide 25
- **How to Leave Meeting**
  - Slide 26
- **How to End Meeting – Room host must end it!**
  - Slide 27
• **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’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 WAGNER GROUP – ZOOM ROOM MEETING

This is an internal recurring group meeting – please use a confidential unique ID Code and use the password TESTMe.
ADMIN ONLY 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**
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 **HDMI/VID COM** to connect to **Zoom**
- **Do not** click on **VGA**
- **Trouble Shooting:**
  - If panel doesn’t connect right away to Zoom contact x4500 or come to 233 CLB
  - **Do not** use the volume switch – it is not connected.
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 iPad

- 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

• **Invite** Participants with laptop or iPad
• Choose your email service to invite
CHAT

- 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)**

---

To keep this meeting running, please assign a Host before you click Leave Meeting.

- I’d like to give feedback to Zoom

**End Meeting for All** **Leave Meeting** **Cancel**