325 Education: UseR Guide for Zoom RoomS

# How to Turn the displays on or off on the panel / ipad and start Zoom

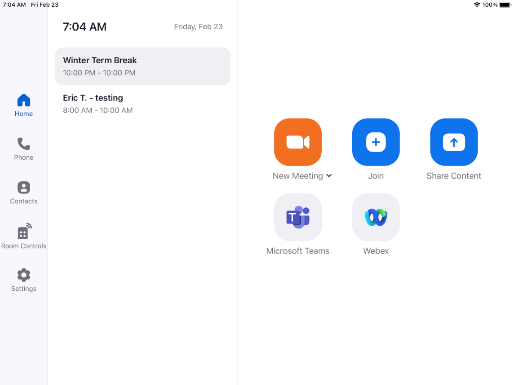


1. Press the iPad button to start it.
2. Press the button again to log into the iPad

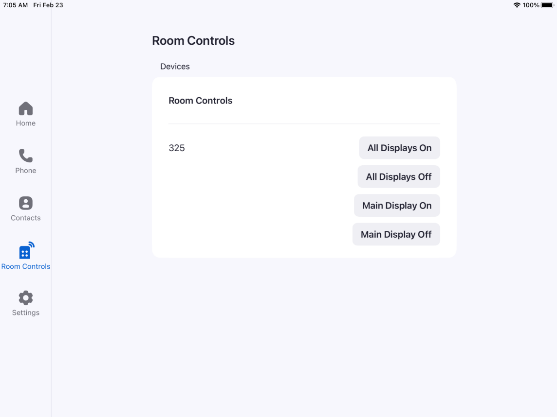
**\* No password required.**



1. Tap the **Zoom** icon to start the Zoom Rooms app.



1. Next, tap **Room Controls** at the left.



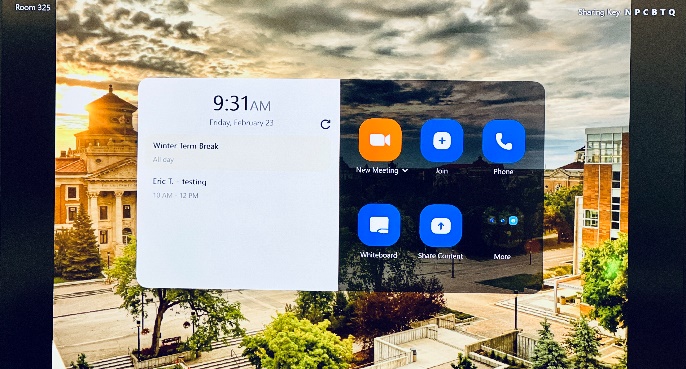
1. Select the display to turn on or off.

* To turn on – tap **Main Display On** or **All Displays On**.
* To turn off – tap **Main Display Off** or **All Displays Off**.

# Show instructor content on main display

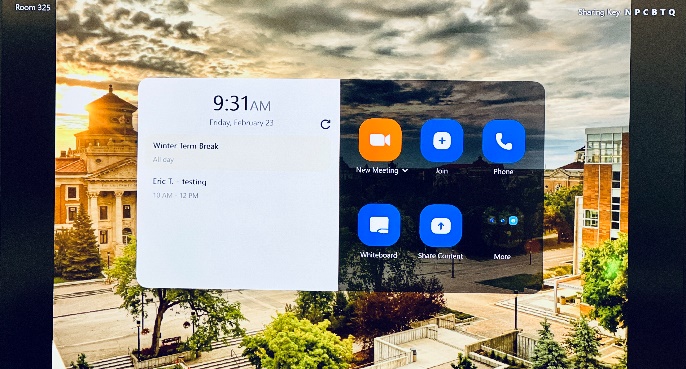
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## Main display with Presentation PC login screenUsing the local computer

1. On the main display, tap **Share Content**.
2. The local computer is shown. Use the mouse and keyboard available in the room to log in with your accoun

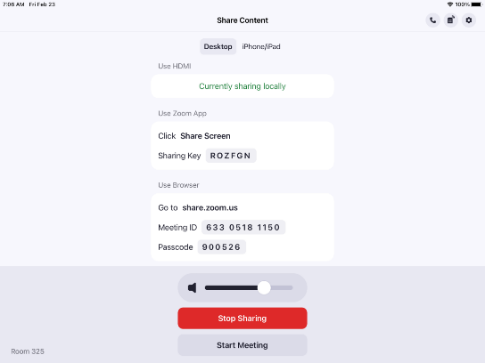
**Note:** The local computer is connected to the wall panel USB ports, where you can insert USB drives.

## Using your own laptop

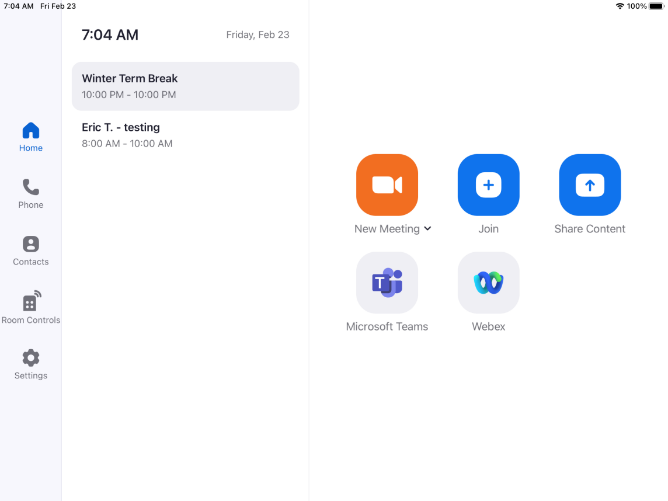


1. Connect it to the HDMI cable on the wall panel.
2. From the main display, tap **Share Content**.
3. Your personal laptop’s screen will be shown on the main display.

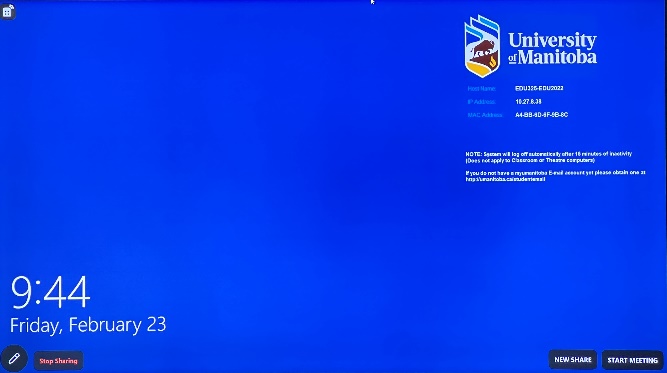
## Stopping the share

1. Click **Stop Sharing** on the iPad.

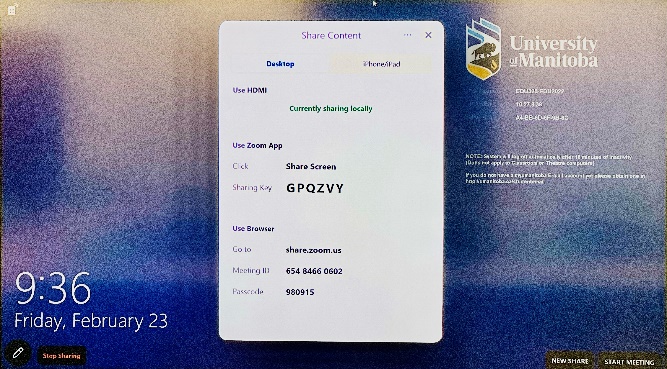
# Share from any device on the main display

Both instructors and participants can share their content from their own devices on the main display.

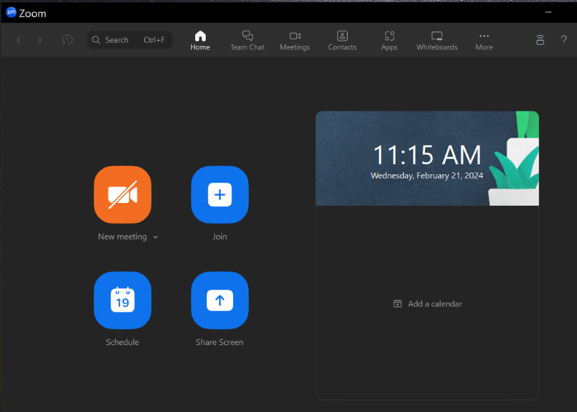
1. From the Zoom app on the iPad, tap **Share Content**.



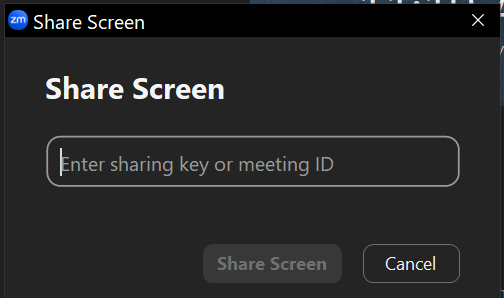
1. On the main display, tap **New Share**.



1. The Share Content window opens on the main display. Take note of the Sharing Key.

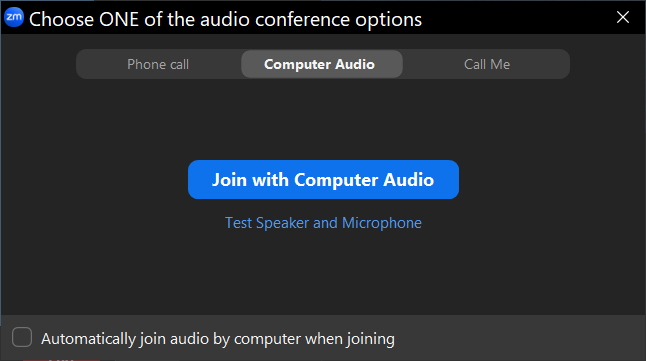


1. From your own laptop, start the Zoom app (ensure that you are logged with your account into the Zoom app). Then, click **Share Screen**.



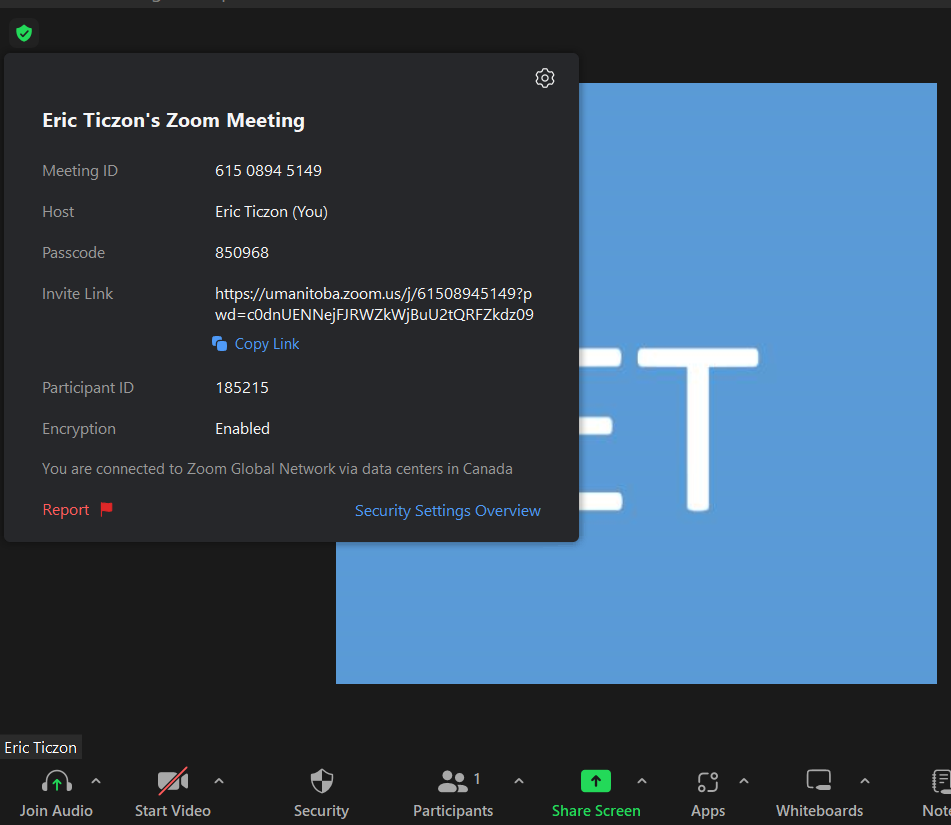
1. Enter the **Sharing Key** (Step 3) from the main display and then click **Share Screen**.

# Use videoconferencing with Zoom Rooms

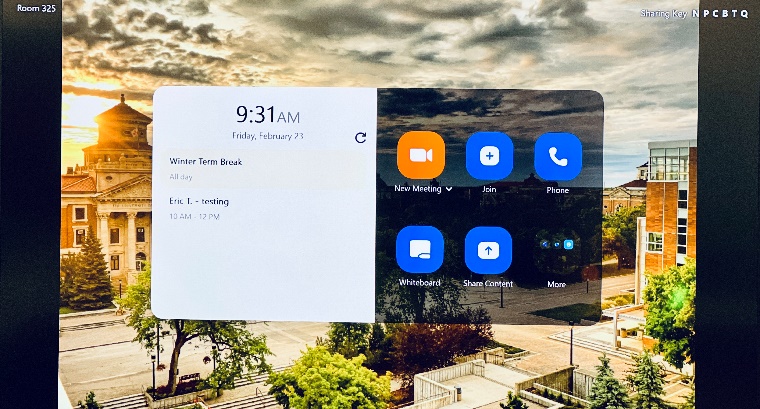
1. Start the Zoom meeting **from your laptop using** Zoom app.

**Note:** Since you are in Room 325, ensure that you join the meeting without using the computer audio.

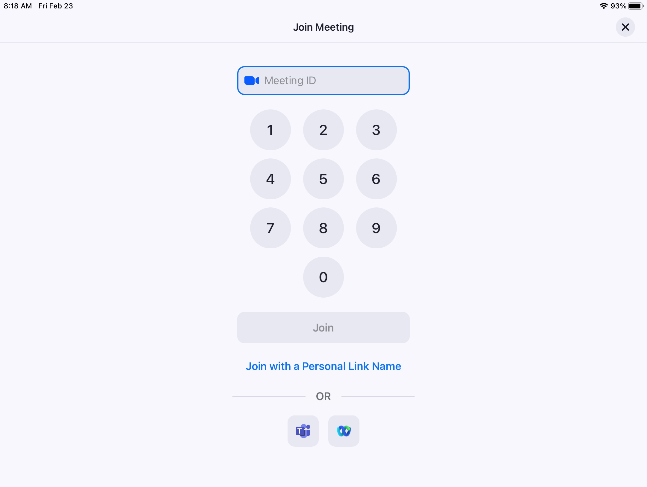
**Click X to join without audio.**

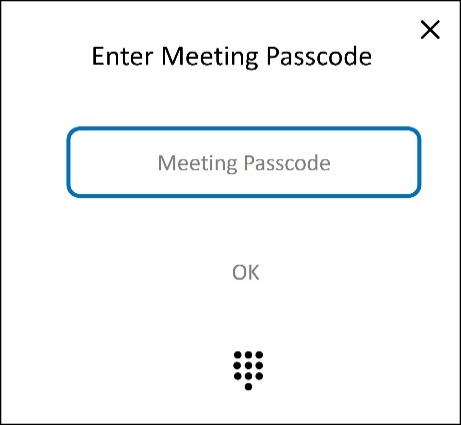
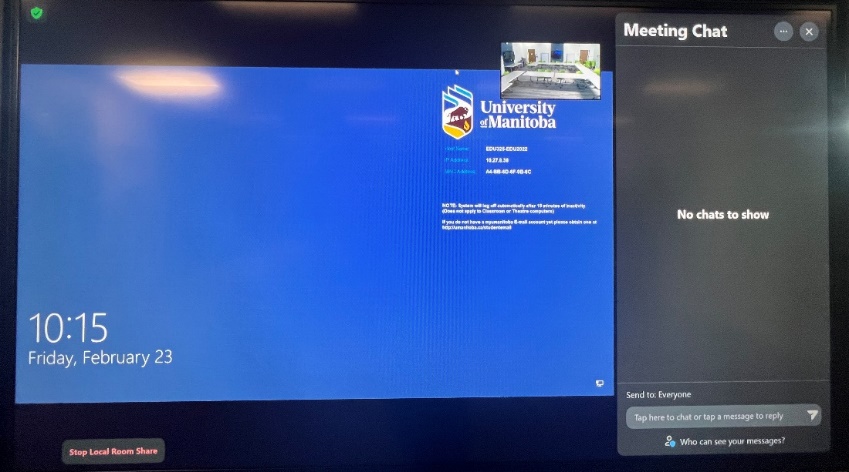


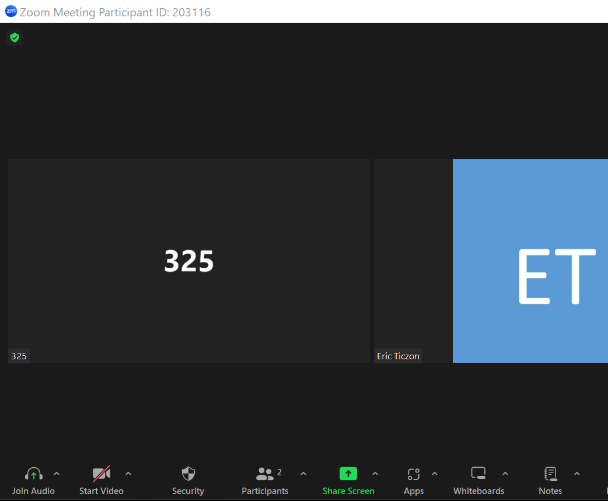
1. From the upper left side of the Zoom meeting window on your laptop, click the **meeting information icon** to show the **Meeting ID** and **Passcode**.

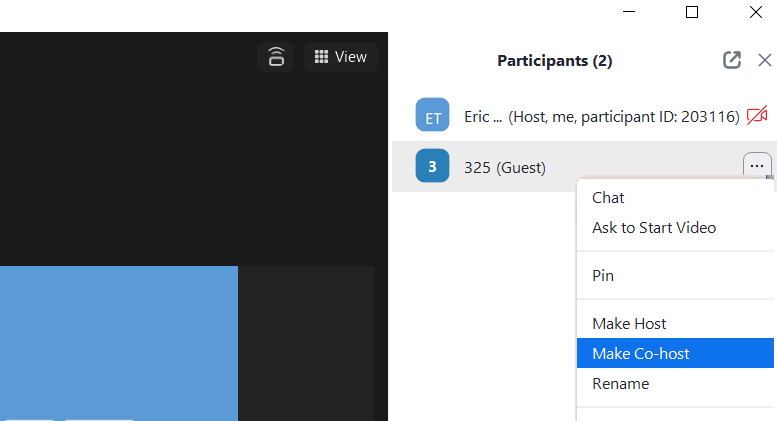


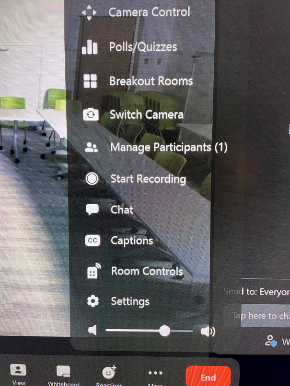
1. **From the main display**, tap **Join**.



1. Enter the Zoom **Meeting ID** and tap **Join**.
2. On the next screen, enter the Zoom **Meeting Passcode** and then tap **OK**.
3. The main display on Room 325 joins the Zoom meeting.

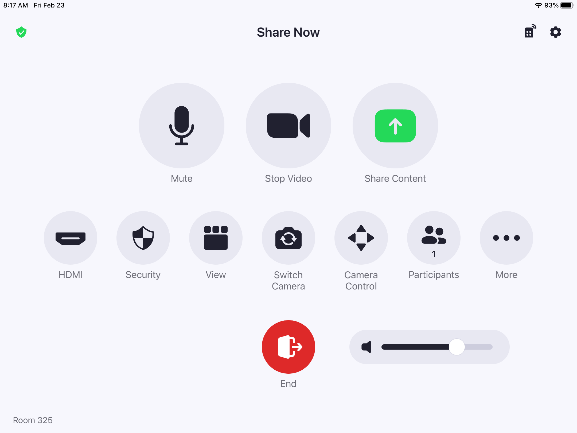


1. To share content, click the **Share** button from the Zoom meeting on your laptop, since you are the host of the meeting.
2. If you want to add more participants using the main display, you need to make the Room 325 user a co-host.

* From the Zoom meeting on your laptop, click the **more** (**…**) button of the **Room 325** participant and click **Make Co-host**.
* Once Room 325 is a co-host, you can use the main display to add more participants by click the **more** (**…**) button> **Manage Participants**. You may need to admit new participants into the Zoom meeting by clicking **Admit** on the main display.

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1. Control **camera** and **speaker volume** from the iPad.



**Camera position**

**Select the front or rear camera.**

**Speaker volume**

1. To end the Zoom meeting, click the **End** button from the Zoom app on your laptop.

# leavE the room; Turn off main display or all displays

To turn off the main display or all displays in the room, from the iPad, tap **Room Controls**, and then tap **Main Display Off** or **All Displays Off**.

