ZOOM ROOM USAGE (CLASSROOMS)

In room presentation only, no remote participants

1. **Laptop only**

   If the projectors area is already powered on, the sharing should start automatically in about 20 seconds. If you are switching between a laptop and document camera the share will be stopped each time you switch.

   - Connect **HDMI** or **USB C** cable to laptop.
     - It will take about 20 seconds for the room to turn on and the laptop screen to display to the projectors. If sharing does not start automatically, continue to the next step.
       - Touch **share content** on controller screen then select **desktop**.

2. **Equipment Shut-Down**

   - When done click on **stop sharing** in the bottom of the controller screen.
   - On the controller screen touch the **room control** icon and touch the **off** button next to **Room Power**.

3. **Teacher station wired connection laptop and/or document camera**

   Use this method so the share will not be stopped each time you switch inputs between doc cam and laptop.

   - On the Room Controller touch **New Meeting** to turn on projectors and start a new meeting.
   - Connect Laptop with either the **HDMI** cable or **USB C** cable. Sharing should start automatically in 20 seconds, if not continue to the next step.
     - Touch the **share content** icon on the controller the touch **start sharing**.
   - To change between laptop and document camera press the **input** button on the front of the teacher station to **select correct source**.
     - Laptop is plugged into **HDMI**, press **button 1**
     - Laptop is plugged into **USB C**, press **button 2**
     - To use the **document camera**, press **button 3** (The device must be powered **on** to project.)
       - To turn on the Document Camera, locate the power button on the top or side of the device.
   - It will take several seconds to switch.

4. **Equipment Shut-Down**

   - When done disconnect the **HDMI** cable from laptop. Turn **off** document camera if used.
   - Touch **end meeting** and select **End for All**
   - On the room controller screen touch the **room control** icon and touch the **off** button next to **Room Power**.
   - Touch the **home** icon to return to main screen.

VIRTUAL CLASSROOM MODE

ALL computers in the room participating in the Zoom session MUST mute their microphone and speakers.

1) Starting a Scheduled zoom class/meeting from your calendar

- On the room controller touch on **Room Controls** and touch **on** next to R**oom Power**
- Connect to WIFI network and login to laptop
- Start the **zoom client software** on the laptop and login to your zoom account
- Click on the **meetings** tab and select the meeting
- Click on the **Join from a Room** button
- Enter the **sharing key** shown on the main display
- **Unmute** video and audio from the controller screen.

If you do not want your computer to be included as a participant and you will not be recording the class, click on the **end** button and choose **Leave from My Computer** and assign the room to be the host.

2) Sharing content from teacher station

- Touch **Share Screen** and then touch **Start Sharing**.
- To change between laptop and document camera press the **input** button on the front of the teacher station to **select correct source**.
  - Laptop is plugged into **HDMI**, press **button 1**
  - Laptop is plugged into **USB C**, press **button 2**
  - To use the **document camera**, press **button 3** (The device must be powered **on** to project.)
- It will take several seconds to switch.

3) Starting new meeting from room

- On the Room Controller click on **New Meeting**.
- Displays will turn on and zoom room will start a new meeting.
- To invite participants
  - Click on **Manage Participants**
  - Click on **invite**
  - **Method 1:**
    - Search for the participants in the contact list from the room controller (Only users with Northwest zoom accounts are listed in the contact list)
    - Touch the contact to select them
    - Repeat steps 1 and 2 to add more contacts.
    - When all participants are selected touch the **minimize keyboard** button to close the on-screen keyboard.
    - Touch **Invite** to send the invitation. The participant needs to have their zoom client running to receive the invitation.
  - **Method 2:**
    - Touch **email** on the invite screen
    - Enter the email address (Easiest is to send to yours and then use outlook to forward email to other participants on your laptop)

4) Zoom and Room Controls

  a. Before Meeting Controls
- **New meeting**: Start a new meeting from the room
- **Join**: Join a meeting from the room, will need to know meeting id or personal link name
- **Share**: In room presentation
- Icons on left side of room controller screen
    - **Home**: Return to main Room controller screen
    - **Contact**: List of zoom contacts at Northwest
    - **Room Controls**: Turn displays/projector on and off, select camera tracking modes

  b. In Meeting Controls
- **Video icon**: starts and stop video feed from the room
- **Mute**: will mute **all** audio from room
- **Share content**: will share content from teacher station (Laptop or Doc Cam) or zoom clients sharing content using the sharing key for that meeting.
- **Security**: sets meeting security options (Waiting room, screen sharing, chat settings, muting, etc.)
- **Change View**: Controls content on front display (Speaker, Gallery or shared content)
- **Switch Camera**: Choose between Student camera, Instructor camera or Multi-Camera mode for meeting video feed.
- **Camera Control**: Allows zooming, pan and tilt of selected camera. Camera selection is at the top of the **Camera Control** screen.
- **Manage Participants**: Shows list of participants (Invite more, mute all, unmute all, set additional participant options.
- **Chat**: Open chat window.
- **Record**: disabled for the rooms, recordings can be done on participant computers if host grants permission to a participant to record.
- **End**: room can leave meeting and keep open for participants, or end for all participants.

  c. Audio Control on Teacher Station
- The button on teacher station mutes the student portion of the microphone
    - **Green**: All microphones are unmuted.
    - **Blue**: Student microphone muted. Student camera in wide room shot and won't zoom in on area with active audio. Students can still be heard from instructor mics, but the level is lower.
    - **Red**: Room audio is muted.

  d. Room Controls

    Access in upper right corner of control screen
- **Room Power**: (On/OFF) turns room projectors on and off, mute microphone and parks cameras
- **Front Projector Power**: (On/Off) turn on or off displays on **left side** of room as facing whiteboard
- **Rear Projector Power**: (On/Off) turn on or off displays on **right side** of room as facing whiteboard
- **Student Mic Mute**: Mute the student microphone. Student voice will be quitter, but instructor mic will still pick up student audio.
- **Student Camera Tracking**: Temporarily stops student camera from focusing on zones in room. Allows instructor to adjust camera using camera control.
- **Instructor Camera Tracking**: Stop/Start instructor camera from automatically tracking person.

- **Reinforcement**: (<u>CH3350 only</u>, instructor microphone audio is sent out to in room speakers)

To report a problem, call the Northwest Technology Service Center at 660-562-1634.