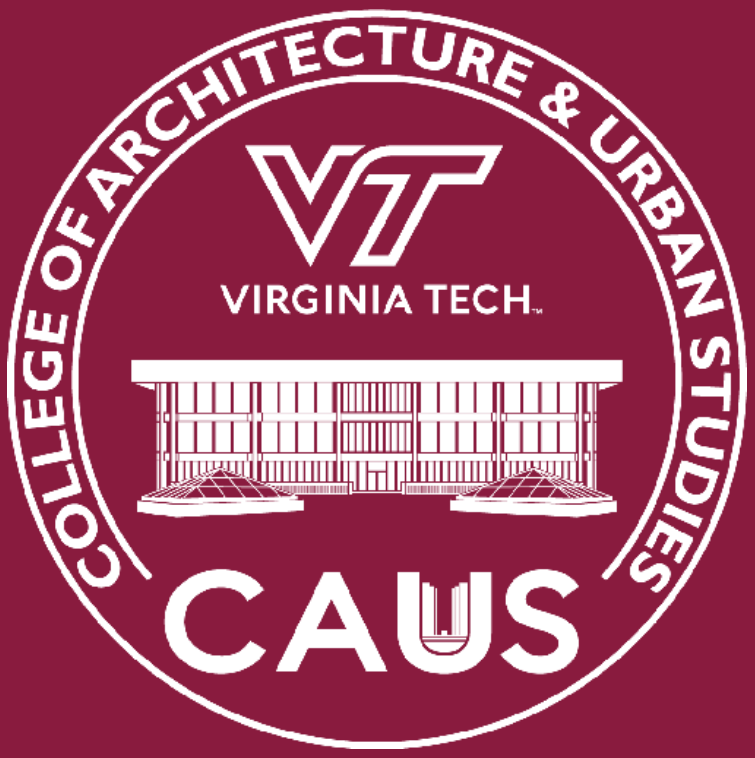


AA111 ZOOM HANDBOOK

AA111 Zoom Room

Setting up the TV

Turning on the TV (Samsung)

Make sure that the Television is on by either pushing the power button on the television or by pushing the power button on the remote control.

FIG 1

Selecting the Correct AV Input

Power on the Sound bar under the TV. Use the power button (Fig 1) on the right side of the bar.
Ensure the Sound bar input is set to In 3A. To select this, use the I button on the right side of the bar.To increase or decrease the volume of the speaker user the + and – buttons on the right side of the sound bar.
Ensure that Source is set to HDMI1 on the TV.

Zoom Setup

To connect to a Zoom meeting use the Tablet provided. The tablet will wake uop the Zoom home Screen in Fig 2

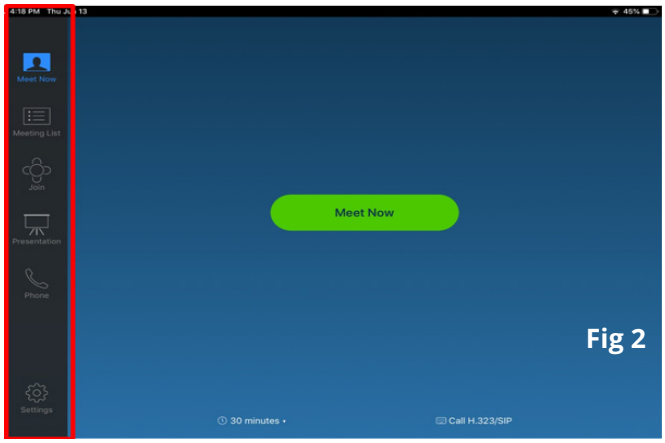


Fig 2

Connecting your PC

To connect a PC and share screen, use the HDMI connector (Black End connecter) provided. Once plugged in, Click on Presentation icon on the left side menu (Fig 2) of tablet. Once here select the Desktop icon.

Now what would you like to do?

CONNECT TO A ZOOM MEETING
Page 2 - Connect to a Zoom Meeting

PRESENT FROM INSIDE A ZOOM MEETING
Page 3 - Windows / Mac Laptop
Page 4 - iOS Device

PRESENT CONTENT LOCALLY
Page 5 - Windows / Mac Laptop
Page 6 - iOS Device

Connect to a Zoom Meeting

Are you here for a Zoom call?

SCHEDULING

- **Did you schedule the Zoom room for the meeting?**

  This would be done by somone with access to the room calendar, they would send the link that you use to invite others.

  - Once the Room Display is on and set up as discribed - you should be able to hit the “start” button on the Zoom controller **(See Fig 1)**

- **Did you schedule a Zoom call on your personal <PID>@vt.edu account?**

  - If so, make sure the Room Display is powered on as described preciously and showing the camera feed. Then,

    - You will need to tap “Join” on the left side of the IPad Zoom Controller window. Then simply type your Zoom Meeting ID into the input field that appears **(See Fig 2)**

    - When finished with your meeting, be sure to tap “end meeting” on the Zoom Controller

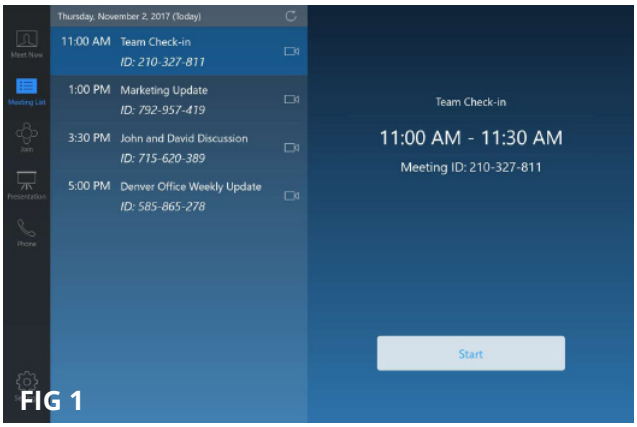


FIG 1

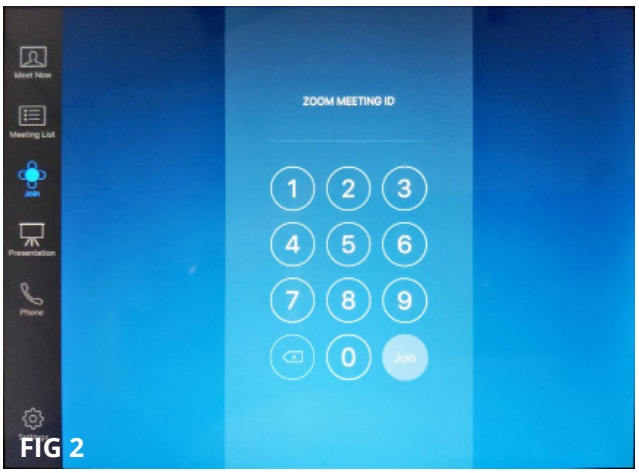


FIG 2

Present from inside a Zoom Meeting

WITH ZOOM APP INSTALLED (LAPTOP)

1. Click the Green share screen button on controller **(See Fig 1)**
2. Touch the "Desktop" button or laptop icon. **(See Fig 2)**
3. **If you connected to the HDMI cable on the podium,** the content on your screen will be shared from here.
4. **Else ,**In your web browser on your device, visit https://share.zoom.us **(See Fig 3)**
5. Type in the 9 digit MeetingID **(See Fig 4)** shown on the Room Display in the input box **(See Fig 5)** and click share
6. The web page will now prompt you to open the Zoom app (if installed) or direct download it directly or from the Apple/Google App Store if on a tablet/phone

Windows or Mac Laptop (Install App)

- In your web browser visit **https://zoom.us/support/download** which will download the app installer for your device's platform **(See Fig 6)**
- Run the downloaded file to install the Zoom app
- Once the installation finishes visit **https://share.zoom.us** and re-enter the MeetingID
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session **(See Fig 7)**
- You should now see the share screen selector for Zoom. From here you can share just a specific app running on your machine (PowerPoint/Keynote for example) or your whole desktop. **(See Fig 8)**
- Your content should now display on the Room Display wirelessly.

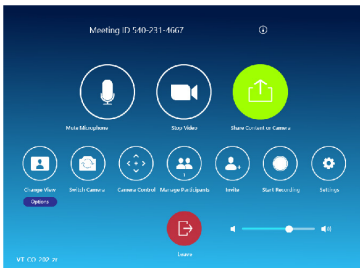


FIG 1

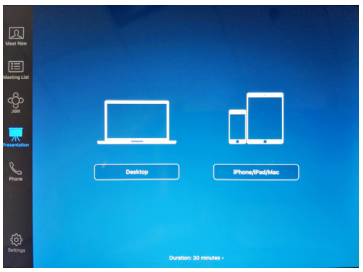


FIG 2

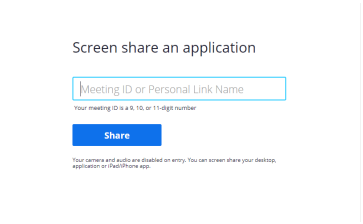


FIG 3

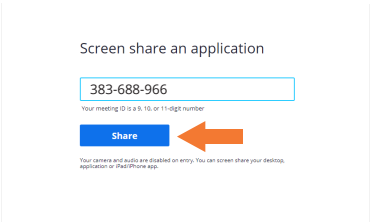


FIG 4

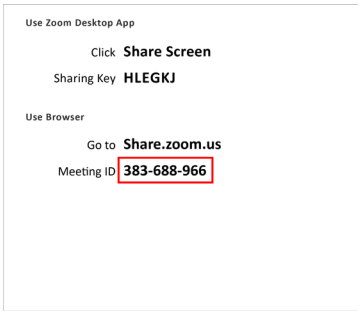


FIG 5

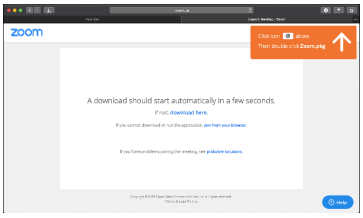


FIG 6

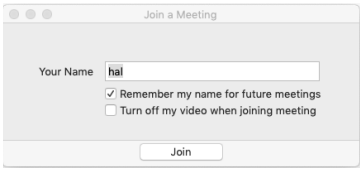


FIG 7

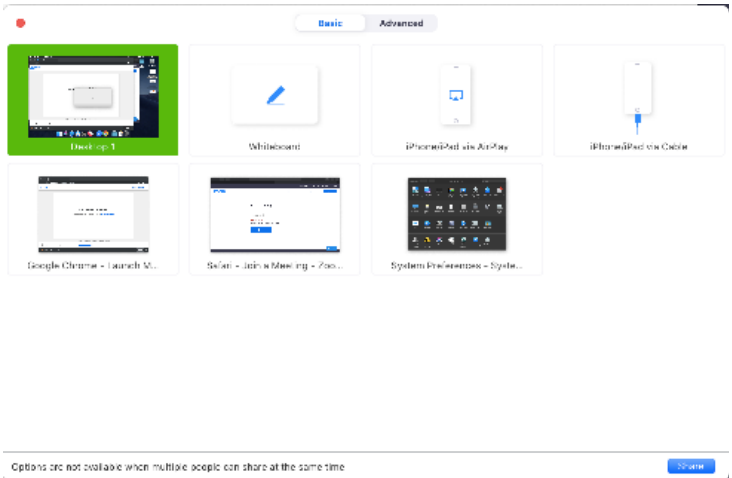


FIG 8

Present from inside a Zoom Meeting

WITH ZOOM APP INSTALLED (IOS DEVICE)

See Steps 1-5 on Page 3 if you have Zoom Already Installed.

If you do not have the Zoom app installed

- In your web browser visit **https://zoom.us/support/download** - When prompted to "Open this page in App Store" touch "Open" **(See Fig 1)** and then install the free Zoom App **(See Fig 2)**
- Once the app is installed, open your web browser and again visit **https://share.zoom.us/** - re-nter the MeetingID and press share
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session. **(See Fig 3)** If you are prompted to allow or deny notifications choose whatever you wish. **(See Fig 4)**
- You should now see the "start broadcast" screen <startBroadcast.jpg>. Make sure Zoom is selected and touch Start Broadcast. After a brief countdown your content should now display on the Room Display wirelessly

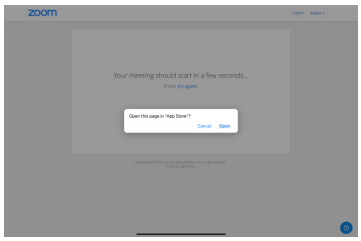


FIG 1

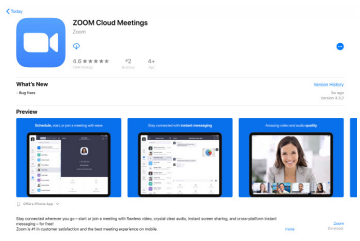


FIG 2

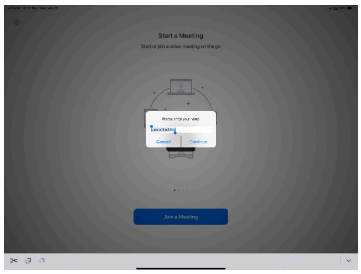


FIG 3

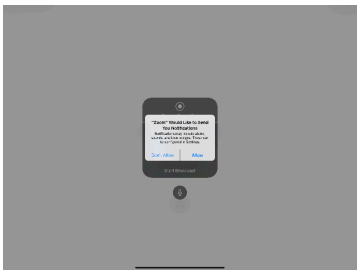


FIG 4

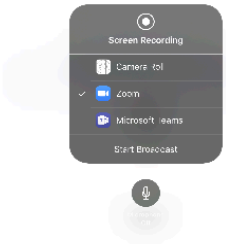


FIG 5

Present content locally (Windows/Mac Laptop)

WITH ZOOM APP INSTALLED (LAPTOP)

1. Click the "Presentation" button on controller or touch the Share button on Room Display and then touch the "Desktop" button or laptop icon. **(See Fig 1)**
2. In your web browser on your device, visit https://share.zoom.us **(See Fig 2)**
3. Type in the 9 digit MeetingID **(See Fig 3)** shown on the Room Display in the input box **(See Fig 4)** and click share
4. The web page will now prompt you to open the Zoom app (if installed) or direct download it directly or from the Apple/Google App Store if on a tablet/phone

If you do not have the Zoom app installed

- In your web browser visit **https://zoom.us/support/download** which will download the app installer for your device's platform **(See Fig 5)**
- Run the downloaded file to install the Zoom app
- Once the installation finishes visit **https://share.zoom.us** and re-enter the MeetingID
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session **(See Fig 6)**
- You should now see the share screen selector for Zoom. From here you can share just a specific app running on your machine (PowerPoint/Keynote for example) or your whole desktop. Unless you know what you're doing we recommend selecting "desktop 1" and pressing the blue share button **(See Fig 7)**
- Your content should now display on the Room Display wirelessly.

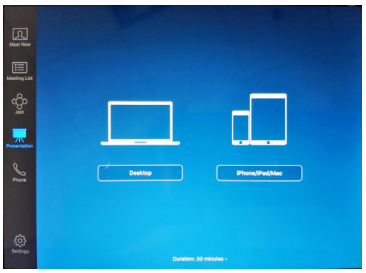
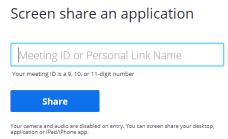


FIG 1



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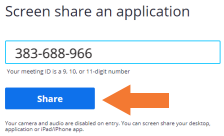

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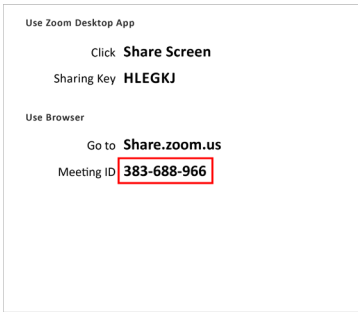

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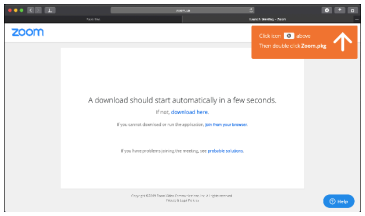

FIG 5

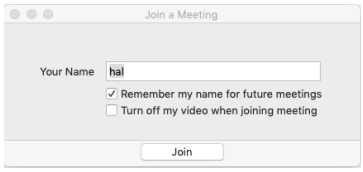

FIG 6

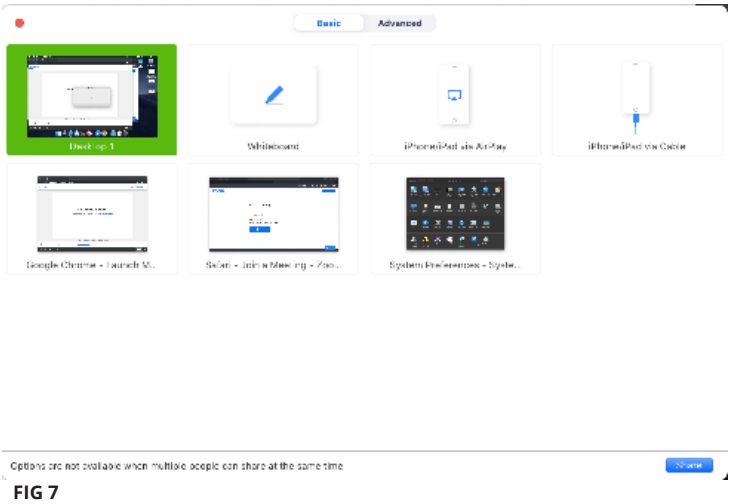

FIG 7

Present content locally (iOS Device)

WITH ZOOM APP INSTALLED (IOS DEVICE)

See Steps 1-4 on Page 5 if you have Zoom App already Installed.

If you do not have the Zoom app installed

- In your web browser visit **https://zoom.us/support/download** - When prompted to "Open this page in App Store" touch "Open" **(See Fig 1)** and then install the free Zoom App **(See Fig 2)**
- Once the app is installed, open your web browser and again visit **https://share.zoom.us/** - re-nter the MeetingID and press share
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session. **(See Fig 3)** If you are prompted to allow or deny notifications choose whatever you wish. **(See Fig 4)**
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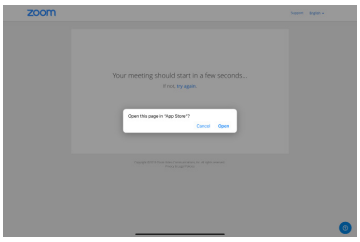
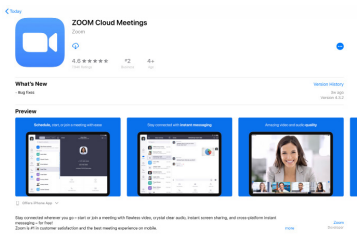


FIG 1



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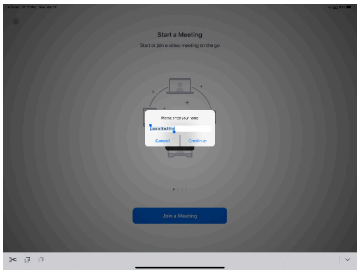

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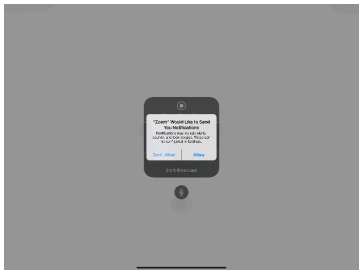

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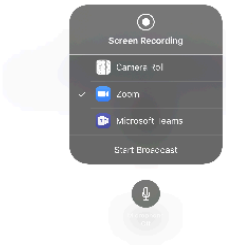

FIG 5