

COLLEGE OF ARCHITECTURE, ARTS, & DESIGN

COWGILL 400 ZOOM HANDBOOK

Starting up the AV System

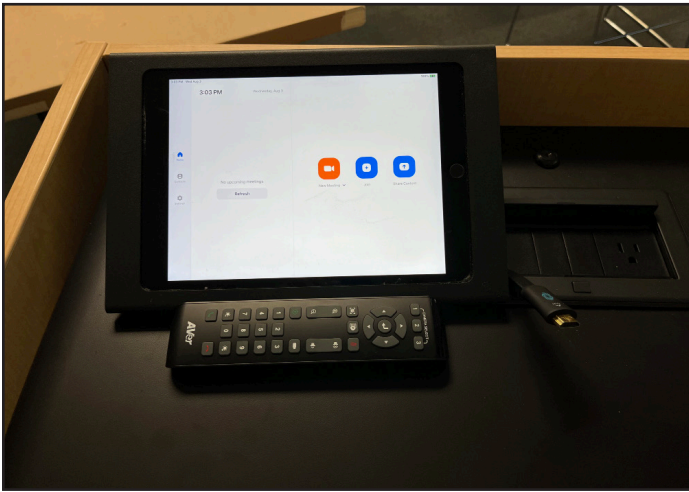


FIG 1

Turning on the Projector

To start, locate the iPad Zoom controller, camera remote control, and HDMI cable found on the podium. **(See Fig 1)**

Next, locate the wall-mounted Crestron Panel. **(See Fig 2)**

Power on the projector by pressing the “System On” button at the top left of the Crestron Panel. This will both turn on the projector and lower the projector screen. The light above the button will be red when the projector is on. **(See Fig 3)**

On the Crestron panel, the buttons labeled “Screen Up” and “Screen Down” can be used to raise and lower the projector screen, respectively.



FIG 2



FIG 3

Presenting Locally

Now what would you like to do?

PRESENT CONTENT LOCALLY

Page 2 - Laptop

CONNECT TO A ZOOM MEETING

Page 3 - Connect to a Zoom Meeting

PRESENT FROM INSIDE A ZOOM MEETING

Page 4 - Laptop / Mobile Device

Page 5 - Web Client / Enable Sharing

ZOOM CONTROLS

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END MEETING & POWER OFF

Page 7

Present Content Locally

To Share Laptop Computer Screen: Connect the HDMI cable provided to the HDMI port on your computer.

The HDMI cable is the cable with the black end connector in the cable cubby on the podium (**See Fig 4**)

If your computer does not have an HDMI port, you will need to use an appropriate adaptor.

The content of your screen will be projected to the projector screen and the iPad controller will display the sharing screen shown in **Fig 5**.

To Stop Sharing: Click the red “Stop Sharing” button on the iPad controller or simply disconnect the HDMI cable from your laptop.

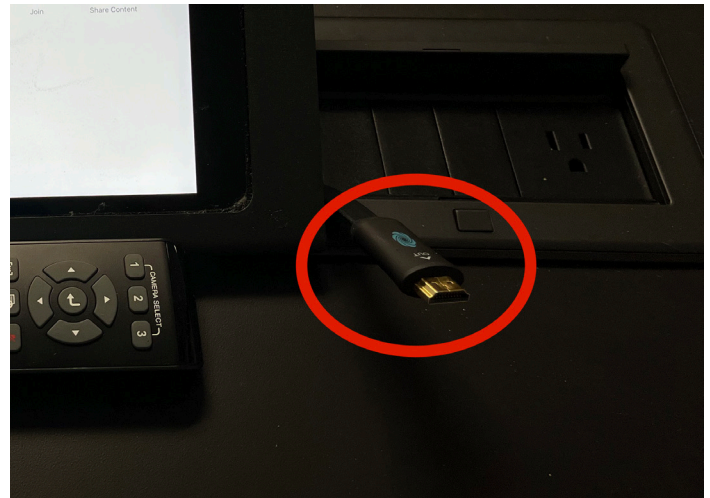


FIG 4

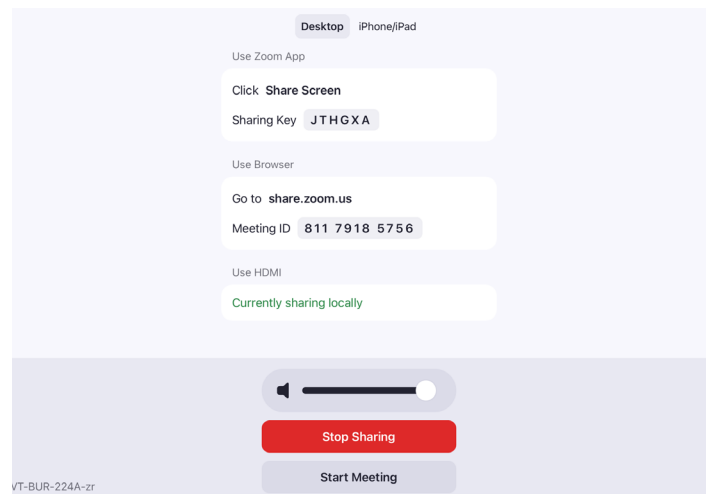


FIG 5

Connect to a Zoom Meeting

Connect to a Zoom Meeting

SCHEDULED ZOOM MEETING

To schedule a Zoom meeting please contact **Ingrid Skenderian at singrid1@vt.edu** to get your Zoom session on the calendar and to set invites for the Zoom event. You can also invite participants from within the Zoom meeting as you would a regular Zoom meeting.

If the Zoom meeting is already scheduled you should see it in the meeting list to the left of the Zoom panel. To start the meeting just click the meeting in the list and choose "Start".

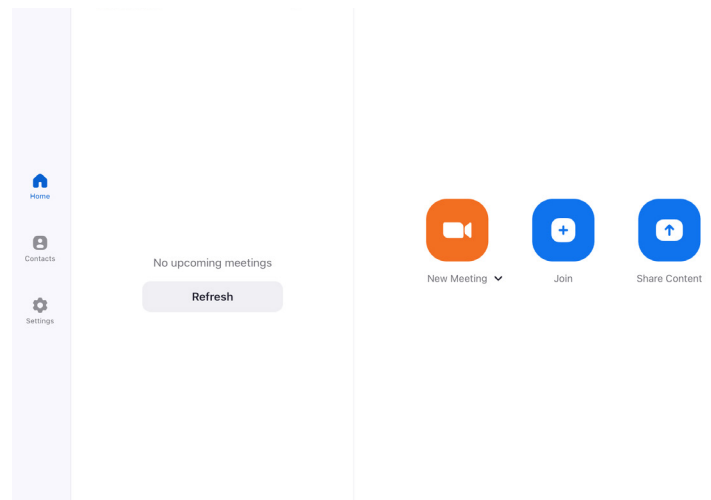


FIG 6

UNSCHEDULED ZOOM MEETING

To start an unscheduled Zoom meeting just click the orange "New Meeting" button (**See Fig 6**) and a new Zoom session will start.

You can invite participants inside the Zoom meeting or email the participants with the room meeting number. (**See Page 5**)

JOIN EXTERNAL ZOOM MEETING

To join the room to an external Zoom Meeting (i.e., one hosted by someone else), click the blue "Join" button (**See Fig 6**) and enter the Zoom "Meeting ID" provided by the external host, then click "Join" again. (**See Fig 7**)

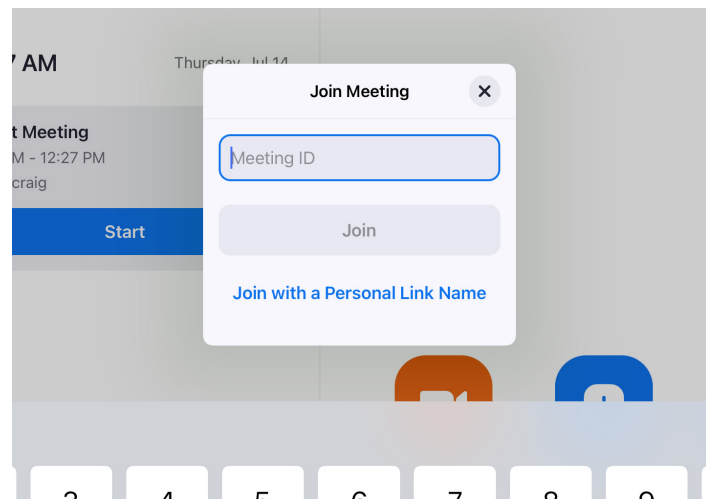


FIG 7

Present from a Zoom Meeting

Present from a Zoom Meeting

NOTE: In order to share to a meeting, the host must have participant sharing enabled. (See Pg. 5)

Sharing from a laptop (Windows/macOS) or mobile device when proximity detecton is not available:

- Start or join a meeting using the iPad Zoom controller.
- Click the “Share Content” button on the iPad controller. (See Fig 8)
- Tap the Desktop tab.
- The controller and the projector screen will display a panel with instructions to share laptop/mobile screen. (See Fig 9)

DESKTOP CLIENT / MOBILE APP

- In the Zoom desktop client or mobile app, click or tap Share Screen.
- Enter the sharing key or meeting ID, select the screen you want to share, and click Share (desktop) or tap OK (mobile).
- Your shared screen will show on the Zoom Rooms display. You can also access screen share controls.
- Note: Zoom will automatically share your entire screen. Use share.zoom.us if you want to select what you want to share.



FIG 8

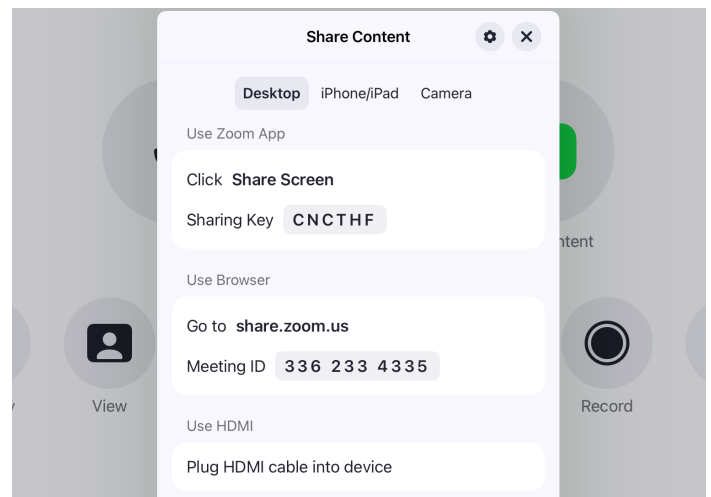


FIG 9

Present from a Zoom Meeting

Present from a Zoom Meeting

WEB CLIENT

To share without using the Zoom desktop client or mobile app, follow the steps to share your screen using a browser.

- Visit share.zoom.us.
- Enter the meeting ID and click Share Screen.
- Click “Join from Your Browser” (**Fig 10**)
- Enter your name and click Join.
- Follow the instructions to share your screen using the Zoom web client.

Enable Participant Sharing as Host

While in a Zoom meeting:

- Tap the “Share Content” button on the iPad controller.
- Tap the “Options” icon in the top-right corner of the “Share Content” panel. (**See Fig 11**)
- In the “Options” panel, under the “Who can share?” menu, select “All Participants”.

NOTE: Settings must be reverted once the meeting has ended or sharing is no longer required.

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

FIG 10

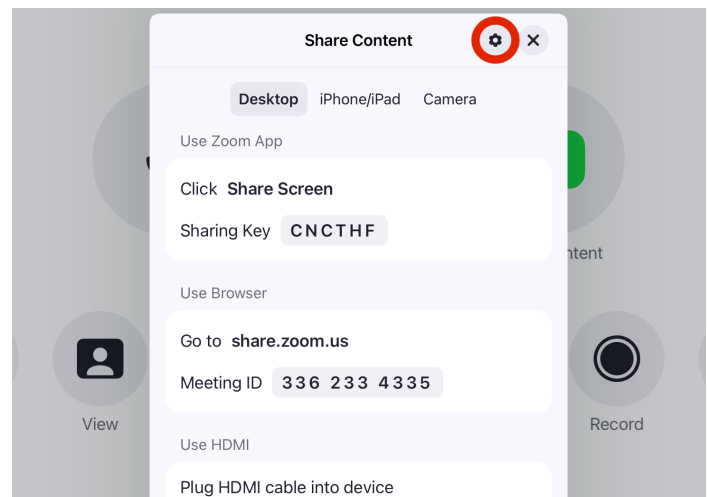


FIG 11

Zoom Controls

Zoom Controls

AUDIO / VIDEO CONTROLS

The “Mute” and “Stop Video” buttons on the Zoom Controller (**See Fig 12**) can be used to mute the ceiling mic and turn off the Zoom video, respectively.

CAMERA CONTROLS

Cowgill 400 has one classroom camera. The “Camera Control” button can be used to Zoom in or out, or change the angle of the camera. Preset 1 returns the camera to its home position. (**See Fig 13**)

The camera angle and zoom can also be adjusted using the remote control found on the podium. (**See Fig 1**)

INVITING PARTICIPANTS

To invite participants to your Zoom meeting, tap the “Invite” button, input their email, and tap “Send”. (**See Fig 14**)

RECORDING MEETINGS

To record a meeting, tap the “Record” button and enter your email. To stop recording, tap the record button again, or simply end the Zoom meeting. You will receive the recording via email once it is ready.

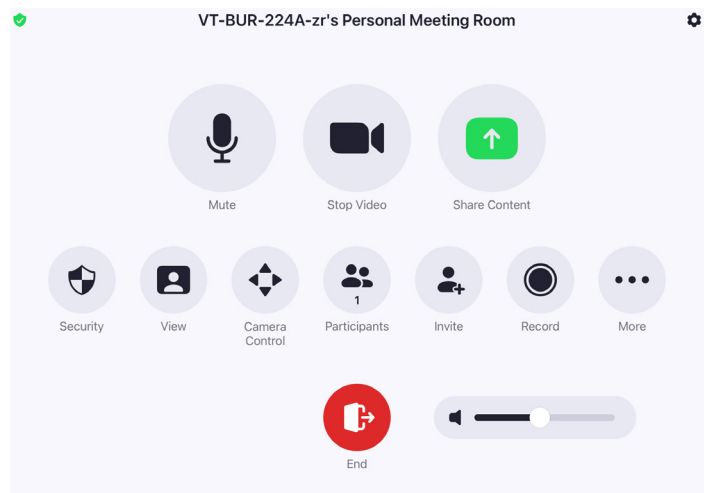


FIG 12

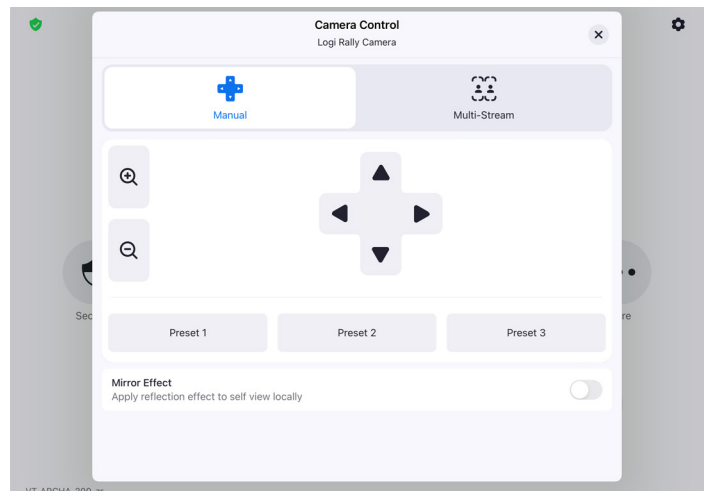


FIG 13

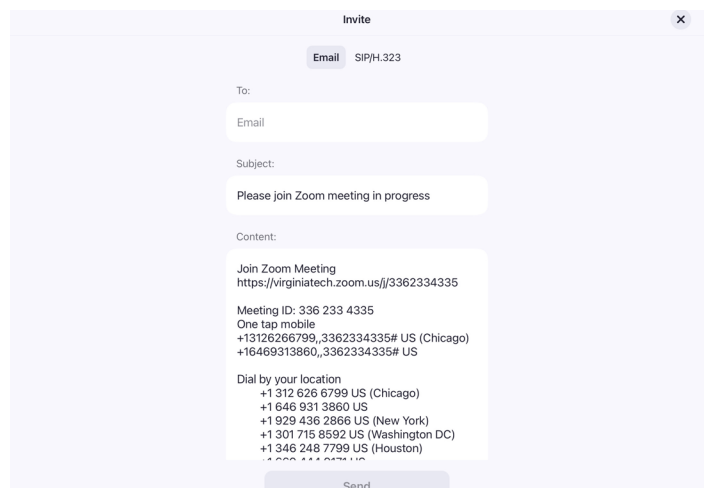


FIG 14

End Meeting & Power Off

Ending a Zoom Meeting

Click the red “End” icon and then select either “End Meeting for All” if you want to end the meeting for all participants, or “Leave Meeting” if you just want to disconnect from the meeting.

Powering Off Projector

Power off the projector by pressing the power button at the bottom-right of the Crestron Panel. **(See Fig 2)**