

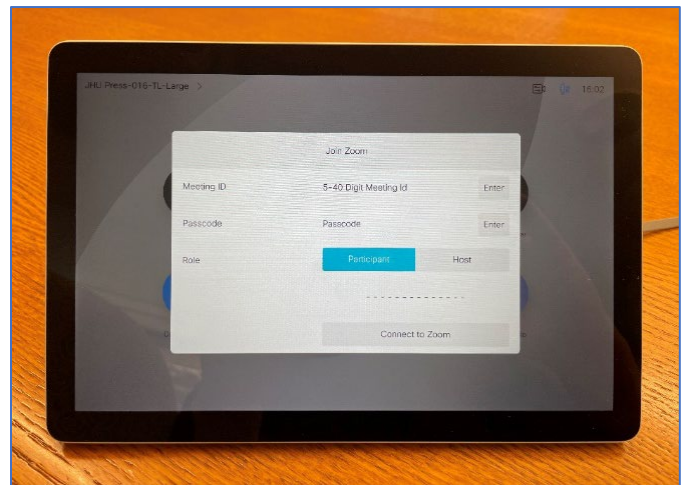


ZOOM

The following are steps to start a Zoom meeting in the Large TL conference room.

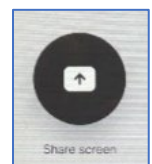
- ✓ **BRING YOUR LAPTOP TO THE CONFERENCE ROOM!** A computer will no longer be provided on the table!
- ✓ If the main display is dark when you arrive in the conference room touch the tabletop console panel to wake the room up. Your meeting will appear on the main display 15 minutes prior to the start time.
- ✓ To get started first plug your laptop into the USB-C cable on the tabletop.

- ✓ Touch the Zoom icon on the console panel to begin.
- ✓ You can join the meeting as a Host or Participant. If you choose Host you will have to enter your Host key which can be found on your Zoom account profile page. Touch Enter to add the meeting ID on the keypad that appears and again for the passcode if one is required for the meeting. When completed touch Connect to Zoom.



- ✓ You will hear a series of short tones and then the “You are in the meeting.” welcome.
- ✓ After connecting the USB-C cable to your laptop it is not necessary to join the meeting on the laptop as well since the conference room has already joined the meeting.

- ✓ If you wish to share your screen to the two displays touch the Share screen icon on the console panel.



- ✓ Touch the Table HDMI icon and then Share in call and your screen will be visible on the displays and in the meeting for those joining remotely.
- ✓ When your meeting is finished touch the End call button on the console panel. The displays will power off automatically after 2 minutes.