

SBSG 1321 - AV Instructions

1. Turn TV's with remote, Green button - ON, Red button - OFF (please stand directly in front of each TV to turn them on)
2. On your laptop please ensure your Zoom application is open
3. What is your meeting setup?
 - a. I only need to **share my laptop screen** on the TV's
 - i. Wireless
 1. Click the Share Content button on the touch screen panel
 2. Then Share Content button on your Zoom application on your laptop
 3. The TV's are only able to mirror your screen, unfortunately this is not a dual setup
 4. When you're done sharing your content click stop sharing on the touch screen TV
 - ii. With cord
 1. Plug both cords into laptop
 2. On touch panel click share content
 3. Your screen will show on both TV's (The TV's are only able to mirror your screen, unfortunately this is not a dual setup)
 4. When you're done unplug
 - b. **JOIN a Zoom Meeting**
 - i. If you are the host you should be the first person to login
 - ii. Please only allow 1 person to login to the Zoom meeting in the room, if there are more than 1 participants joining the meeting in one room you will hear a high pitch noise
 - iii. On the touch screen panel on the wall, Click +Join and then type in the meeting ID and passcode if required
 - iv. Make sure the microphone and video are on, on the touch screen panel
 - v. If you need to share content click share content on the touch screen panel
 - vi. Then click share content on your Zoom application on your laptop
 - vii. Stop sharing content, click stop sharing button on touch screen panel
 - viii. If you need to move the camera, click camera control on the touch screen panel:
 1. Manual - you can move the camera around with the touch screen panel arrows or the logitech remote control
 2. Auto-framing - will follow the speaker
 3. Multi-stream - the camera will pick up each individual in the room and give them their own video screen so you can see all participants in gallery view
 4. Please note if the speaker is at the podium they will need to move in camera view
 - ix. View: Click view on the touch screen panel, your options are speaker, thumbnail or gallery. If you want to see all participants on the screen

including those with their camera off - Click participants, then more... in the bottom right corner 'enable non-video participants' to show all participants on gallery screen

- x. To end meeting click end on the touch screen panel
 - 1. Leave if you are not the host
 - 2. End Meeting for All if you are the host
- 4. The main controller for volume is on the touch screen, there is a sliding button.**
- 5. When done, end sharing/zoom call on touch screen panel:**
 - a. Leave - to leave meeting
 - b. End Meeting for All - if you are the host
- 6. Turn TV off with remote, Red button - OFF (please stand directly in front of each TV to turn them on)**
- 7. Clean up the room to how you found it**
- 8. Turn off the lights**
- 9. Shut the door, ensure doors are locked**