IN-PERSON MEETING

GENERAL INSTRUCTIONS

WIRELESS SHARING WHEN THERE ARE ONLY IN-PERSON PARTICIPANTS

If you would like to share your laptop screen onto either the display or projector screen (depending on the room), follow the instructions below:

**PREPARATION**

1) Set up an AV test with Fran Hom and her team (fhom@uci.edu), to troubleshoot any issues 48-hours prior to your event.

2) Make sure your computer and zoom application are updated to prevent connectivity issues or interruptions during the presentation.

3) The day of your event (before it starts):
   a) If you are planning to share content during your meeting, have your content already opened in a new tab or window.
   b) A PowerPoint presentation should be loaded in advance.
   c) Videos should be embedded into the PowerPoint presentation or opened in a new tab or window.
   d) Note that you will be sharing your whole desktop once sharing begins. You will not be asked to share a particular screen.

**IN THE ROOM**

4) If the zoom room you are utilizing has a projector and the screen is not already down, lower the screen.

5) Sign into the Zoom application on your laptop.

6) Once signed in, a new window should appear that looks like the following image:

   ![Zoom Sign In Window](image)

   NOTE: Make sure you have wireless connectivity. Do not use the UCI-Guest Network. It is reserved only for UCI visitors. Faculty and Staff should use UCInet Mobile Access.

7) On the touch screen zoom room controller (located either on the wall or on a table in the room), click the ‘Share Screen’ button as shown in the following image:

   ![Share Screen Button](image)

**SOUND OUTPUT**

8) Check your sound settings to ensure that the sound output is linked to the zoom audio device.
9) The main controller for the volume is on the touch screen; there is a slider.

10) **FOR PC USERS:** If you are sharing a video, the sound will automatically be shared from your device to the room speakers.

11) **FOR MAC USERS:** If you are sharing video or sound, you might need to edit permissions in your settings to hear the sound played through the room speakers (see the following images).

![System Preferences](image1)

![Sound Preferences](image2)

**NOTE:** Make sure the output volume is not muted.

12) When you are done sharing your video, PowerPoint, audio file, etc., click the ‘Stop Share’ button on your laptop.

![Stop Share Button](image3)

13) Click ‘Stop Sharing’ on the zoom room touch screen panel.

![Zoom Room Touch Screen](image4)

**FINAL STEPS**

14) Make sure the room is clean and all trash has been taken out before leaving.

15) Turn off the lights.

16) Shut the doors and ensure doors are locked.

**FOR TECHNICAL ASSISTANCE FOR SOCIAL SCIENCES ONLY,** please call (949) 824-2766. A student worker will assist, if available, during the times below:

- M-F 8:00 a.m. – 12:00 p.m.
- and 1:00 p.m. – 5:00 p.m.

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