

WIRELESS SHARING WHEN THERE ARE ONLY IN-PERSON PARTICIPANTS (SBSG 1517)

If you would like to share your laptop screen onto the projector screen, follow the instructions below:

PREPARATION

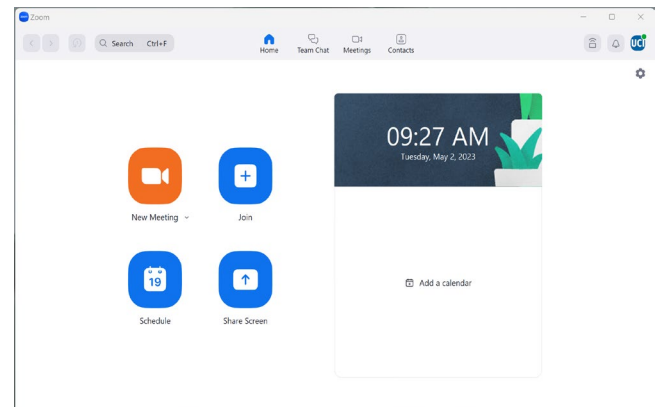
- 1) Set up an AV test with **Fran Hom** and her team (fhom@uci.edu), to troubleshoot any issues **48-hours** prior to your event.
- 2) Make sure your computer and zoom application are updated to prevent connectivity issues or interruptions during the presentation.
- 3) The day of your event (before 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 projector screen is not already down, press the switch labeled **“projector screen”** near the room entrance.
- 5) Use the Epson remote located on the wall holder near the podium to turn on the projector.
- 6) Sign into the Zoom application on your laptop.

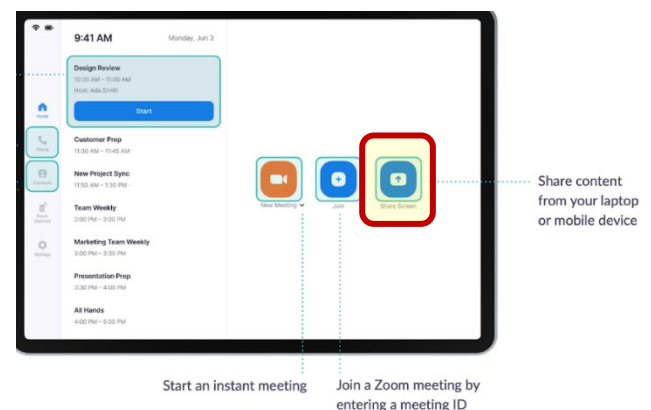


- 7) Once signed in, a new window should appear that looks like the following image:



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 UCI-net Mobile Access.

- 8) If the control panel located on the wall near the podium is asleep, slightly touch the screen to activate.
- 9) On the touch screen, click the **‘Share Screen’** button as shown in the following image:

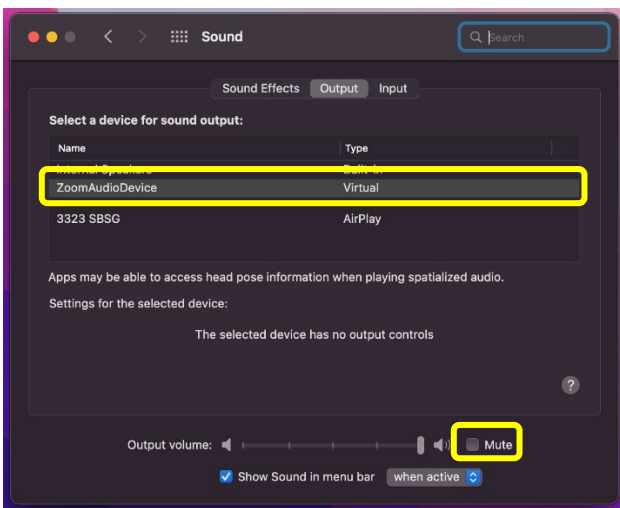
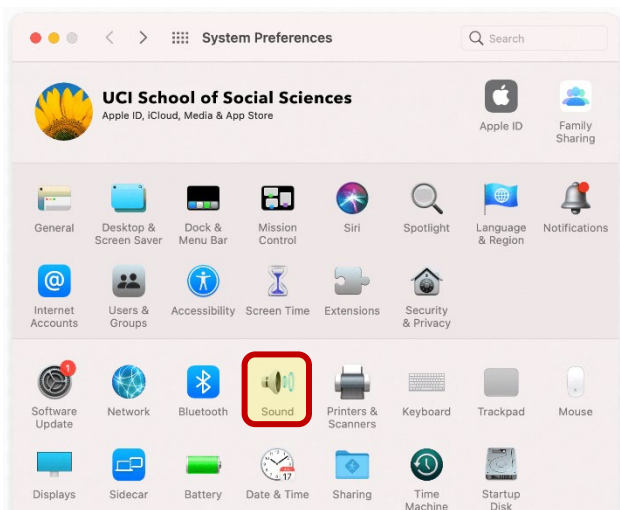


- 10) **Return** the Epson remote control to its holder.

SOUND OUTPUT

- 11) Check your sound settings to ensure that the sound output is linked to the zoom audio device.

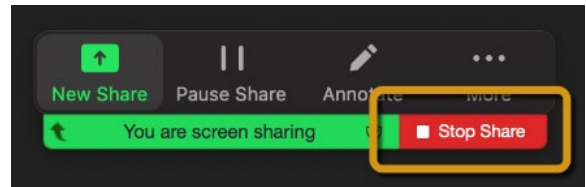
- 12) The main controller for the volume is on the touch screen; there is a slider.
- 13) **FOR PC USERS:** If you are sharing a video, the sound will automatically be shared from your device to the room speakers.
- 14) **FOR MAC USERS:** If you are sharing video or sound, you might need to edit permissions in your settings to hear the sound played through the room speakers (see the following images).



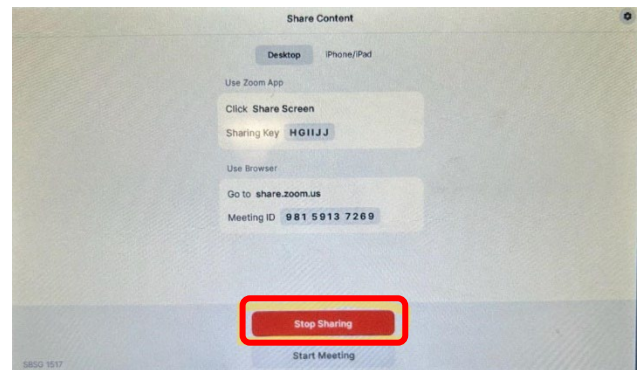
NOTE: Make sure the output volume is not muted.

TO STOP SHARING

- 15) When you are done sharing your video, PowerPoint, audio file, etc., click **'Stop Share'** on your laptop.



- 16) Click **'Stop Sharing'** on the touch screen panel on the wall.



TO LEAVE OR END THE MEETING

- 17) Use the Epson remote located on the wall holder near the podium to turn off the projector. You will need to press the power button twice to turn off the projector.
- 18) Return the Epson remote control to its holder.
- 19) Use the switch labeled **"projector screen"** near the room entrance to raise the screen.

FINAL STEPS

- 20) Make sure the room is clean and all trash has been taken out before leaving.
- 21) Turn off the lights.
- 22) 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.