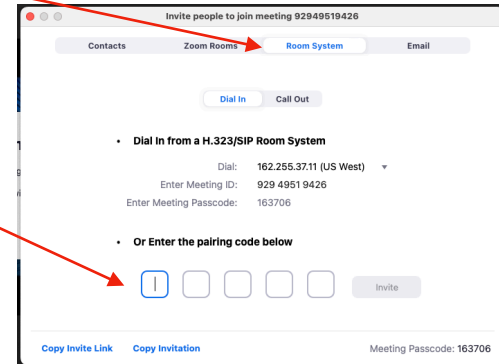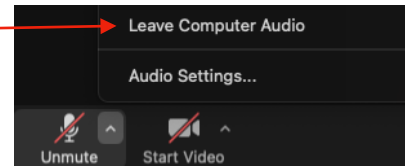# Zoom Connection Guide with Laptop and Room System

1. Join the zoom meeting on your laptop

2. Disconnect Laptop Audio

3. Press COMMAND + I (Mac) or ALT + I (PC) to open the INVITE Menu.
   -Navigate to the Room System Tab, three tabs over.

4. Move to the room Touch Panel. Press the ZOOM Button.
   -This will call the room system into Zoom.
   -Note on the Main Display in the room the PAIRING CODE at the bottom of the screen.

5. On your laptop enter in the pairing code on the INVITE Menu. Click Invite.
   -You will see a confirmation pop-up. Give the room 1 minute to connect. You will see the Main Display change when it enters in the meeting.

6. Share your content.

Option 1 - Use the in room computer:

Press Share on the Touch Panel.

Press In-Room PC.
-If the In-Room PC is greyed out wiggle the mouse or touch the keyboard on the podium to wake it up. Then you will see the option become un-greyed out and you can share it.

Option 2 - Use your Laptop (No Presenter Notes Needed)

On your laptop, press share and choose desktop/screen1.

Open your presentation and start slide show mode. You will then see the image appear in the room as you present wirelessly.

Option 3 - Use your Laptop (Presenter Notes Needed)

Connect your laptop to the HDMI cable in the room.
-USB-C to HDMI adapters are provided.

Press Share on the touch panel and choose HDMI option.
-If grey'd out the system cannot detect your laptop.

Start your presentation.
-Be aware everyone will be able to see your zoom chat and feeds so it may create a privacy issue for you to be aware of.

If your audio is NOT disconnected, connecting the room will cause audio issues.