How to use ZOOM in MH-2100 Rooms at Mission Hall using in-room MacMini
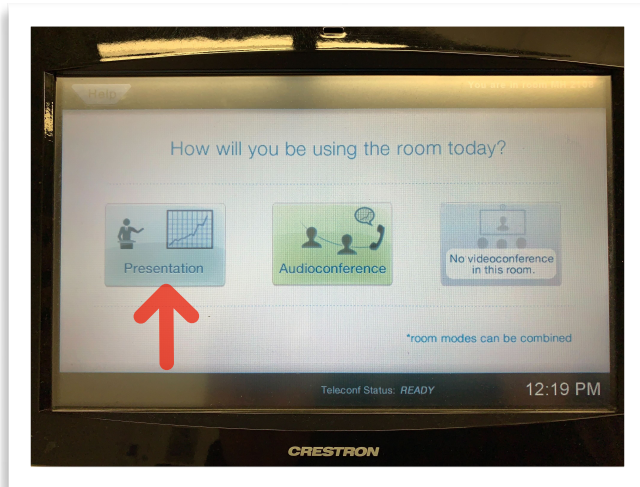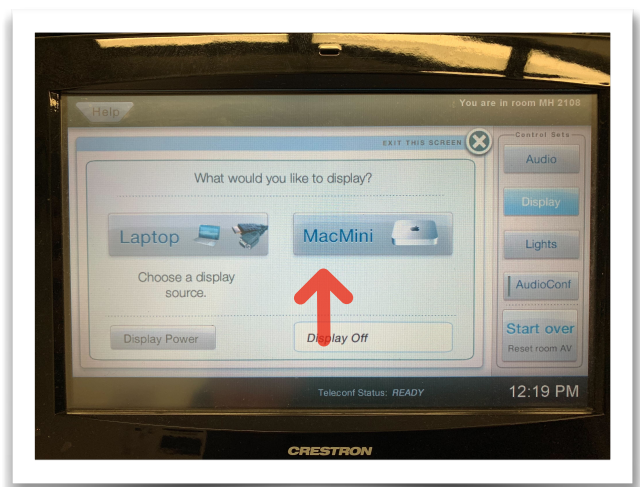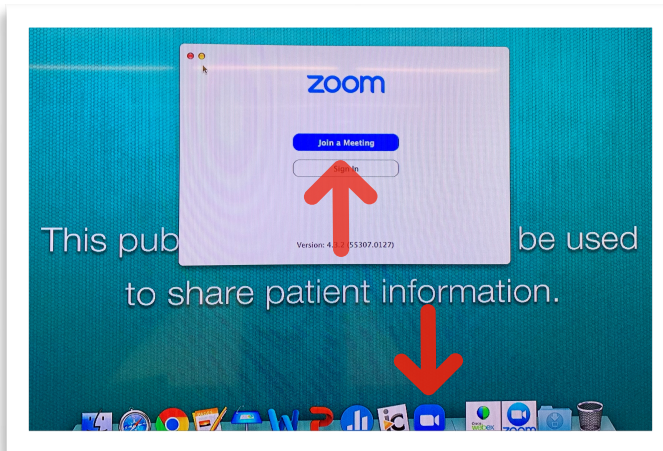

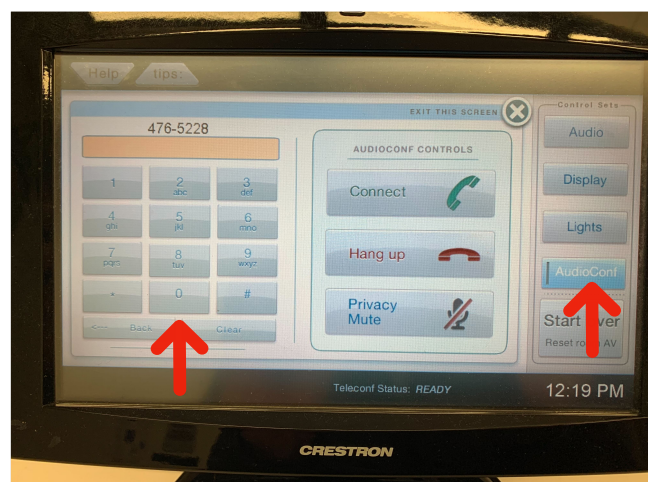1. Press "Presentation" on the touch panel.

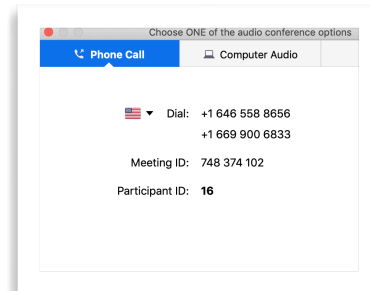

2. Press **Mac mini/In Room.**
NOTE: You may need to wake up the MacMini, so press any key on the keyboard.

3. Click on the Zoom icon located in the Dock, at the bottom of the computer screen.
This will open zoom. Click on Join a Meeting.
Type in your Meeting ID # and hit join.
Then enter in your passcode.
Next you will need to connect the room's phone system to zoom.

4. Enter in the Zoom phone number using the dial pad starting with 9 then the number provided on the "I will call in" pop-up window on the Mac Mini and then press Call/Answer.

6. Once you hear the Zoom audio prompt, enter in your meeting i.d. followed by the # sign. Then the passcode number followed by a # sign. Then enter in the Participant Id followed by the # sign. This will link the phone call with your online presence. From here the room microphones and speakers are not connected to zoom and the in-room web camera is your video source.