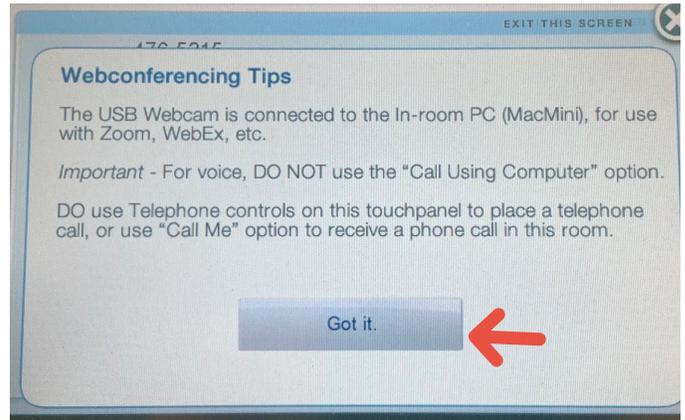
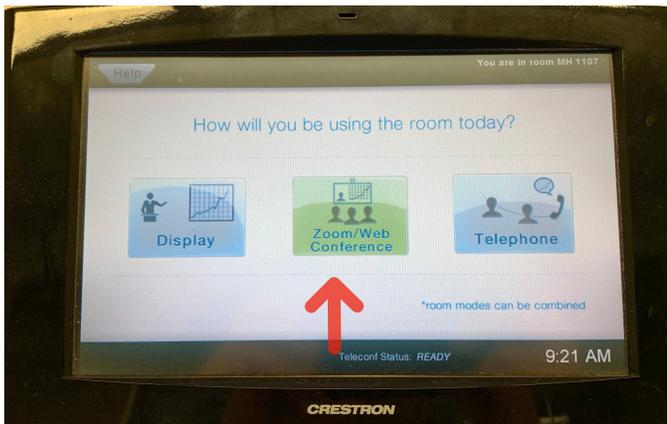
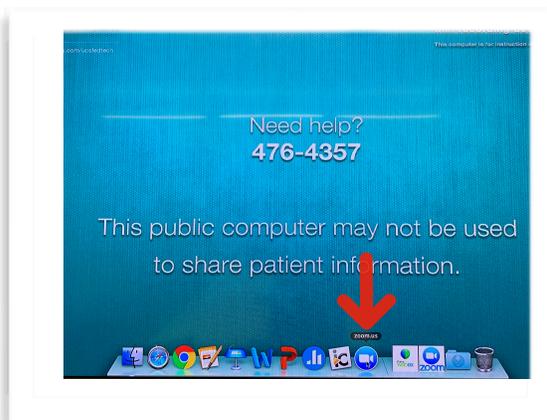


How to use **ZOOM** in 1100/2100 Rooms at Mission Hall using in-room Mac Mini

1. Hit the touch pad and select **"Zoom/Web Conference"**
- You may need to wake up the MacMini, so hit **space bar** on the keyboard.



2. Once the MacMini displays on the TV monitor, **click on the Zoom icon** located in the Dock, at the bottom of the computer screen.

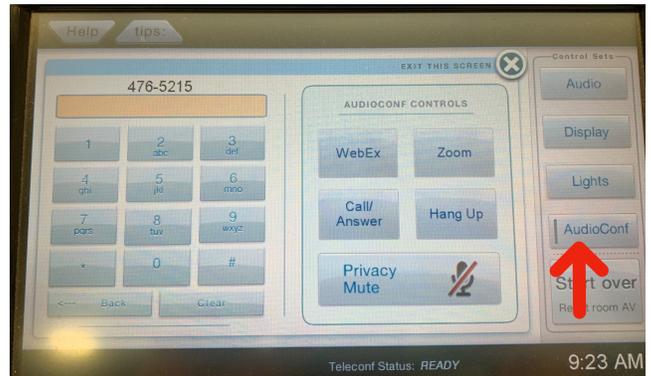


3. This will open zoom. Click on **Join a Meeting**. Type in your **Meeting ID #** and hit **join**.
4. Next you will need to connect the room's phone system to zoom.

5. On the touch panel in the "Audio" tab, ensure that the "Audio Conf" channel is **ON**, and at a starting **volume of 6**.



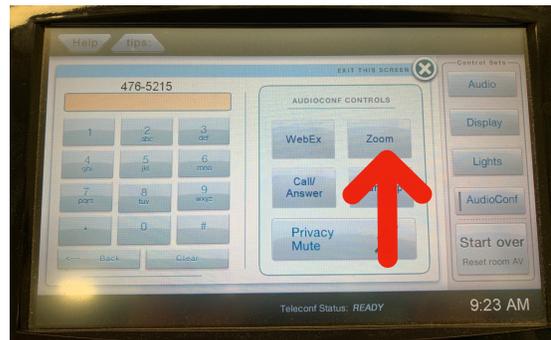
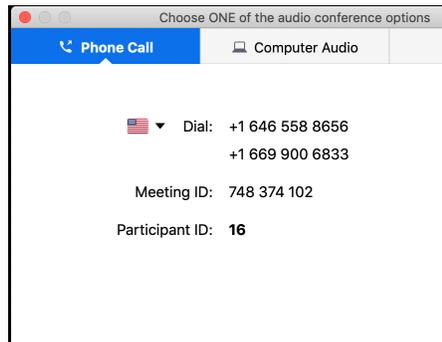
6. On the touch panel **select the AudioConf tab**.



7. **Enter in the Zoom phone number using the dialpad starting with 9 then the number provided on the phone call pop-up window and then press Call/Answer.**

-Or Use the **ZOOM Shortcut Button** located to the right of the dial pad.

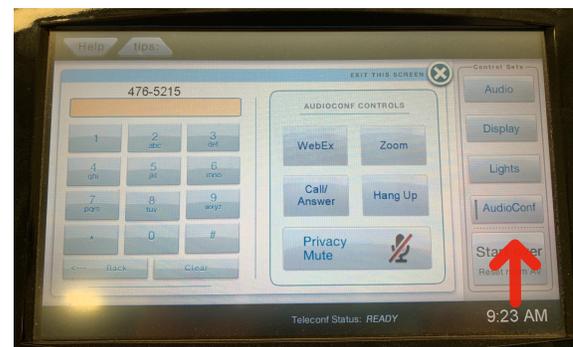
8. Once you hear the Zoom audio prompt, **enter in your meeting i.d. number**.
When prompted, **enter in the Participant Id followed by the # sign**.



9. The Logitech camera located on top of the TV monitor should be used as the Zoom's video source. *Make sure the Logitech's usb connector is plugged into the USB hub on the table*



10. Once your meeting is over, **End your Zoom meeting on the application**, and to reset the room to original settings, **please press the "Start Over" button and confirm you are sure**.



Happy Zooming!