

Zoom Conference Quick Start Guide

PLEASE DO NOT DISCONNECT EQUIPMENT

1. Most locations have a dedicated computer and TV's. These should always be powered on. Rooms with a projector will need to be powered on and off respectfully.
2. Wake up the TV and Video system by touching the touch panel. (see figure 1).
3. Touch **Dial**, and enter the Zoom Meeting SIP number from bottom of invite.
Example: 406199163@zoomcrc.com
(Use keyboard icon for letters, See Figure 1,2,3)
4. If Host, enter host key.
5. Press **Camera icon** in upper right hand corner to adjust camera. (see figure 1).
6. Press the **Share** icon to start sending PC content to participants in the meeting. The content will also be displayed on one of the TV monitors or the projection screen. Rooms will have a wireless keyboard and mouse for controlling the Computer in the room.
7. Press the **Share** icon to stop sharing content.
8. Press End to end conference session.



Figure 1. Touch Panel

Note: The Panel has volume control, and microphone on/off control in the lower right hand corner. Camera control in upper right hand corner.

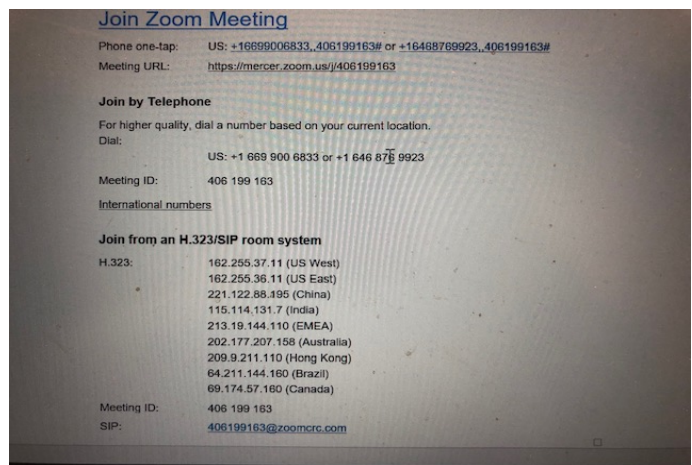


Figure 2. Zoom SIP

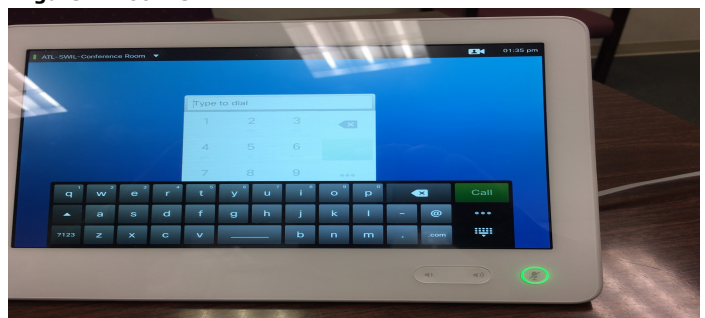


Figure 3. Keyboard

Important Information

- **Note:** Do not power off Computer, TV's or Video system. They will all go to sleep when idle.
- If you do not have a dedicated PC in the room then there will be a HDMI cable connected to the video system for you to connect a laptop, should you wish to share content.
- In a Zoom conference both the room system and participates with laptops must connect via Zoom link information. Do not dial a room from the directory listing.
- If you wish to join a laptop to Zoom when in a VTC room, Do not start audio as it will cause audio feedback.

Need help? Visit it.mercer.edu or call 478-301-7000