Conference - Collaborate - Present
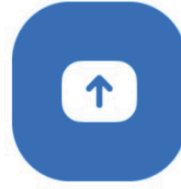
Start Zoom conference

Select the blue "*Join*" button to join a Zoom Meeting,

If you have not scheduled or been invited to a meeting,

select the orange "*New Meeting*" button.

See Page 2- 3

Start a presentation

and share in-room

computer, laptop or wirelessly.

See Page 4-5

* Preferred method for MU Canvas courses and class recordings.

AV Partner:
KCAV

CAVES support
573-882-5000 option 2

How-to

resources

New Meeting

To start a ad-hoc Zoom Conference

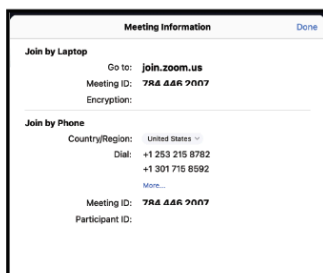select "*New Meeting*" from the room controller.

Start a instant meeting with "New Meeting":

Share Zoom call information with remote participants.

Share Meeting ID:

A) Share meeting ID number from the Personal Meeting ID located at (i) near the top of an active call screen.
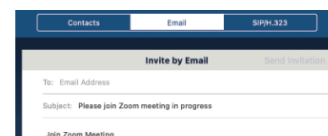
Personal Meeting (i)

B) Invite users via contacts or email

1. Manage Participants

2.

2

Join

To join a meeting using a meeting ID

Select "*Join*" from the room controller.

Enter Meeting ID

Enter meeting password, if enabled.

Join Meeting ✕

Meeting ID

Join

Join with a Personal Link Name

or Admit participants

After joining the meeting.

Select "Manage Participants"

Select "Admit" or "Admit All"

For MU Canvas courses, enter the Zoom meeting ID for the course. This allows for easy recording of the session and remote access for distance learning. The recording will automatically be transferred to Panopto.

Share Screen - Wired Input Sources

To start an in-room presentation

select "*Screen Share*" from the room controller.

Wired presentation sources:

Select **"Desktop"** for room computer

or plug in a laptop.

When using the wired computers, login the preferred devices to make sure they are not in sleep mode.

The system will auto swtich to laptop when connected.

Disconnect the laptop to return to room computer.

Wired presentations allows extended desktop feature.

From the Windows computer press "windows key + P" on the keyboard to change the display views. Select "Duplicate" or "Extend"

Duplicate   Extend

Share Screen - Wireless

To start an in-room presentation
select "*Screen Share*" from the room controller.

Wireless presentation:

Using a laptop or mobile device start Zoom Meeting app.
Select "Share Screen" at Zoom Meetings home page
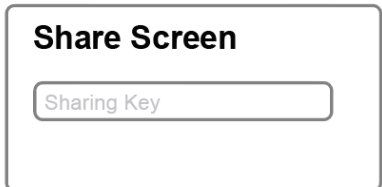*The first time users may need to enter the room access code.
The access code is available after selecting "Screen Share" on the
controller and displayed in the upper right corner of the room display.
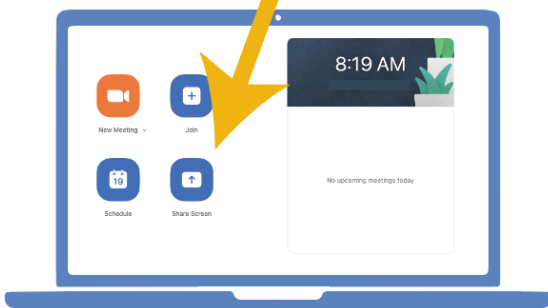
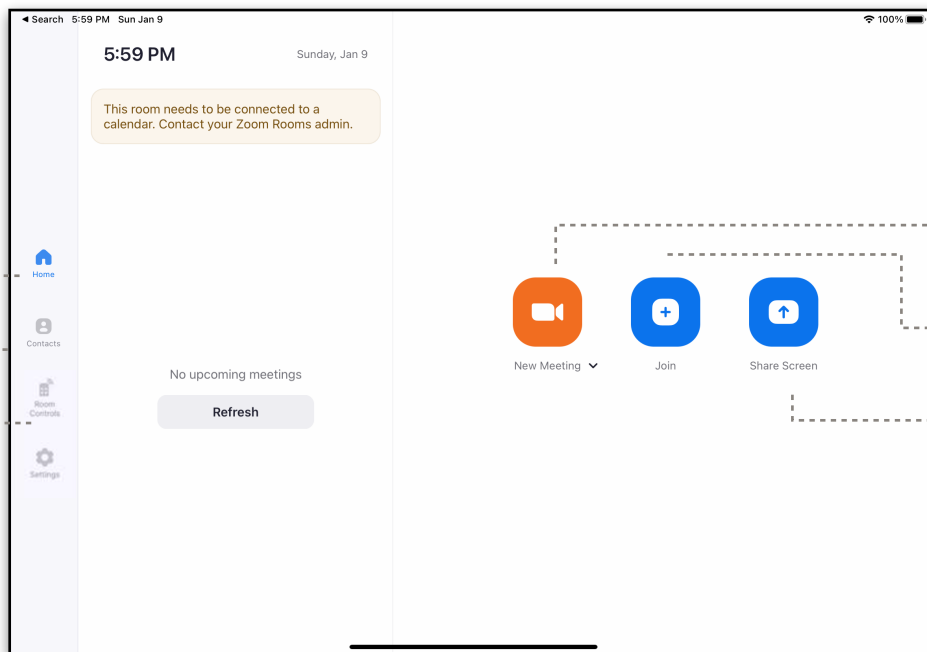From room display: **Shared Key   EWNVHL**

At laptop enter shared key:

Share Screen

Sharing Key

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Zoom Room - Home

Select to Start

New Meeting

Join

Share Screen

Home
Default page

Contacts
List of UM Contacts

Room Controls
Advanced AV controls for powering on and off system, unmuting and muting mics and camera tracking features. Some rooms have an additional touch panel available for these controls.

Room AV system and display's will power "on" after selecting "New Meeting", "Join" or "Share Screen".

TIPS: For course recordings. Select "Join" and enter the meeting id number for the reoccurring class.

Zoom Room - Meeting Controls

Mute/unmute all room microphones

Start/stop the room video

Share content from the room computer or laptop connection

Room Controls: Blanks screen, Camera presets, etc

View participants and manage

Lock meeting, enable waiting room unlock remote screen share

Breakout Rooms Chat

Change video display layout:
Speaker View: displays active speaker
Thumbnail View*: speaker view with a scaled down version of the Gallery view
Gallery View shows all attendees in grid

Start recording to cloud. Enter your @umsystem.edu email address.

Use switch camera to select Audience camera or Doc camera.

Cameras will automatically pan, tilt, zoom.

End or leave the meeting. Turn off displays.

CAVES Imaging TEST's Personal Meeting Room

Mute   Stop Video   Share Content or Camera

Security   Change View   Switch Camera   Camera Control   Manage Participants   Start Recording   More

End

CAVES Imaging TEST

Join a meeting

1. Tap the Join icon.

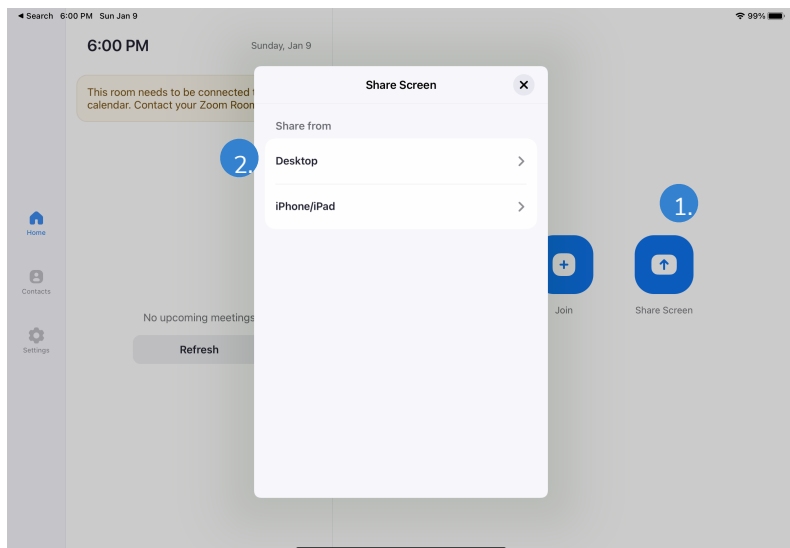2. Enter Meeting ID the on the keypad (lower right)

3. Tap Join to start the meeting
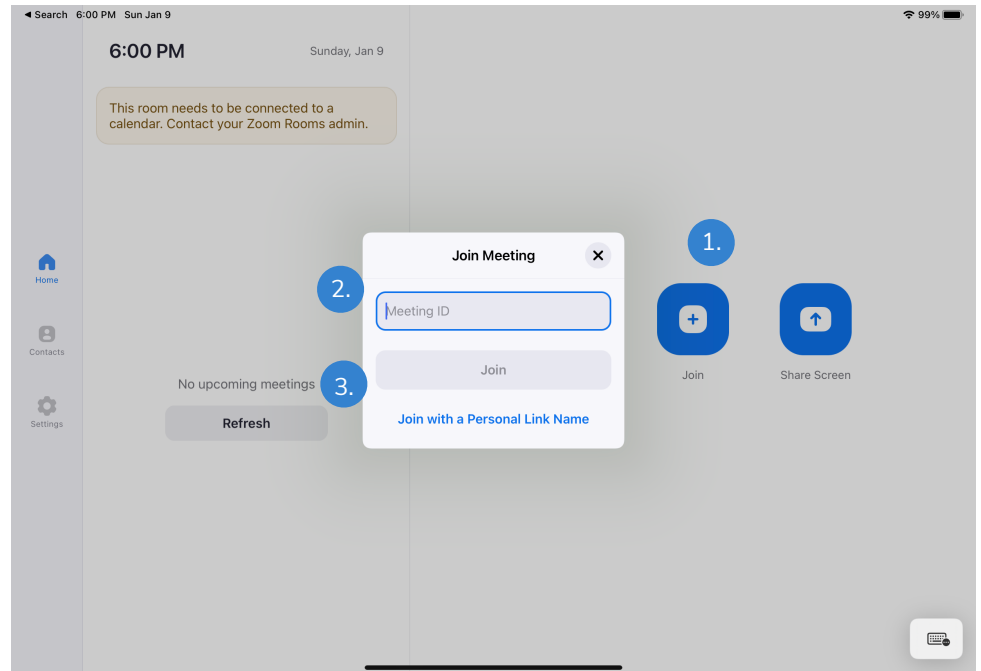
Sharing wired presentation sources

(Room computer and wired laptop)

1. Tap the Share Screen icon.

2. Select "Desktop" to display room computer or connected laptop. (Laptop connection will auto switch if used.)
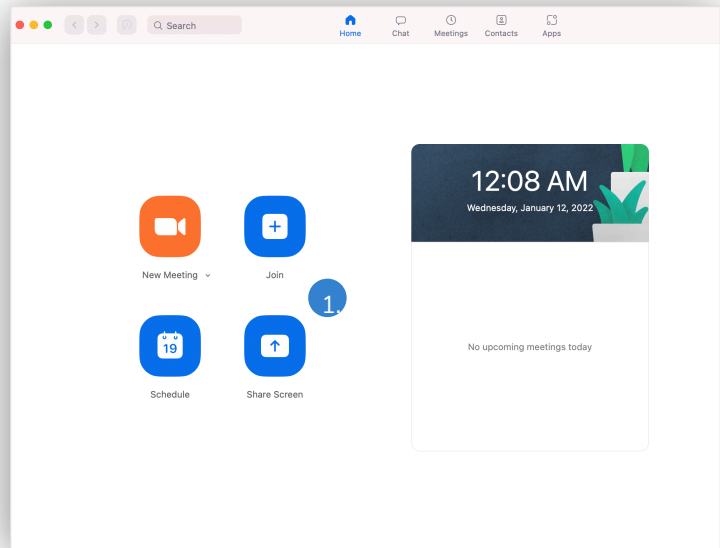
Sharing content from laptop

Open Zoom Meeting software on laptop

**1** Select the "Share Screen" option to share on the room display.

Zoom meeting management

After tapping Manage Participants in the meeting controls:

Tap the participant's name to ask them to start their video or stop their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting

Mute All participants, Unmute All participants, or tap More to Lock the Meeting, or choose to Mute Participants on Entry
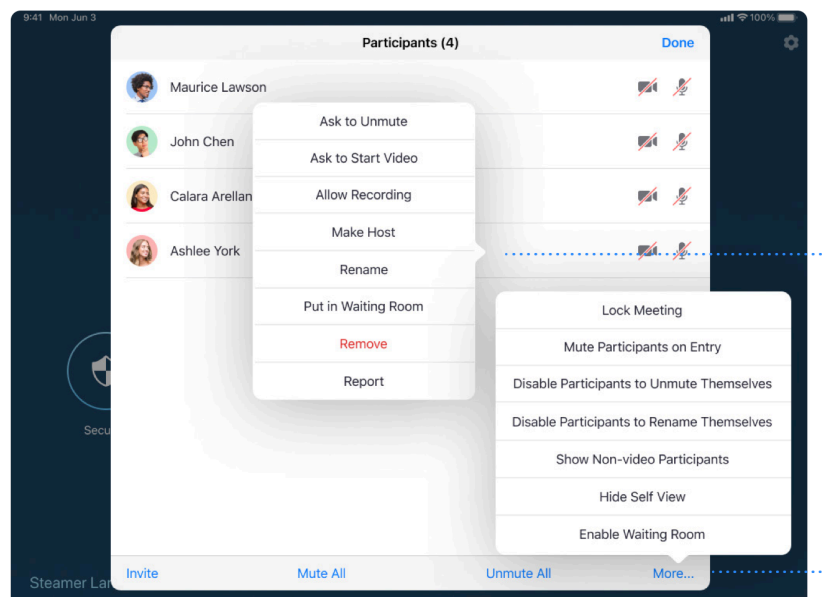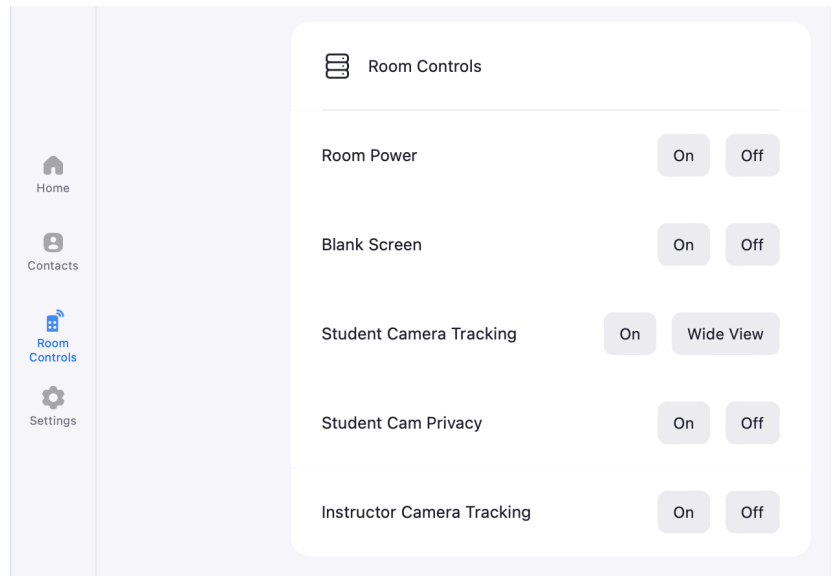
Advanced room controls

Most control functions are automatic which provides a simplified user experience.

When additional room controls are needed they will be found on the Zoom controller "Room controls" page.

Example conference room advanced controls.

MU

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Provided by

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