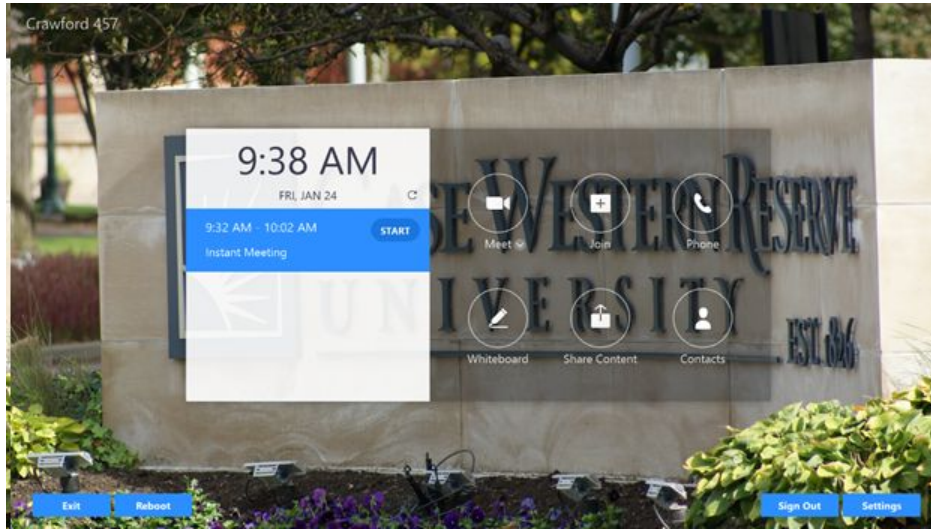


Zoom Rooms Quick Start



- **Meet:** start an instant Zoom meeting. Others may be invited to that instant meeting using the host functions..
- **Join:** join a prescheduled Zoom meeting using the Meeting ID (a 9 or 10 digit number located within the Zoom meeting invitation) or a Personal Link Name (also found in the meeting invitation, typically as an alphanumeric name).
- **Phone:** use Zoom Room as a telephone to call out to another person or conference line. Only outgoing calls are available.
- **Whiteboard:** begin the whiteboard functions. Save and share created boards.
- **Share Content:** this function allows people in the room can share their device's screen. Works with all wifi enabled devices including laptops, tablets and smartphones.
- **Contacts:** connect with other Zoom Room or CWRU personnel.

Blue Buttons - double tap or swipe up on the touchscreen display to reveal the blue buttons

- **Exit:** leave Zoom Rooms and utilize the Windows 10 operating system. This includes access to Microsoft Office programs and web browsers
- **Reboot:** for administrators only and requires a PIN to access
- **Sign out:** for administrators only and requires a PIN to access
- **Settings:** view the audio, microphone and network settings of the system; use for troubleshooting issues

Hardware:

All Zoom Room equipment includes a touchscreen display and typically has access to a physical keyboard and mouse.

The equipment running Zoom Rooms may vary from room to room, but there are 3 basics to ensure the system is working properly:

- **Display** - the monitor/screen
- **Computer** - typically a small Dell computer attached to the back of the display
- **Source** - this is set on the Display. This is similar to changing the source on a television to use a DVD player or a Roku Stick. For Zoom Rooms the Source on the Display is DisplayPort.

Make sure the Display is on by finding the power button.

Make sure the Computer is on by looking behind the display for the power button on the computer.

Confirm the Source is set to DisplayPort. On the Display, typically near the power button is a Source button that will allow for changes. If the Display has a remote control available, the Source can be changed from there.