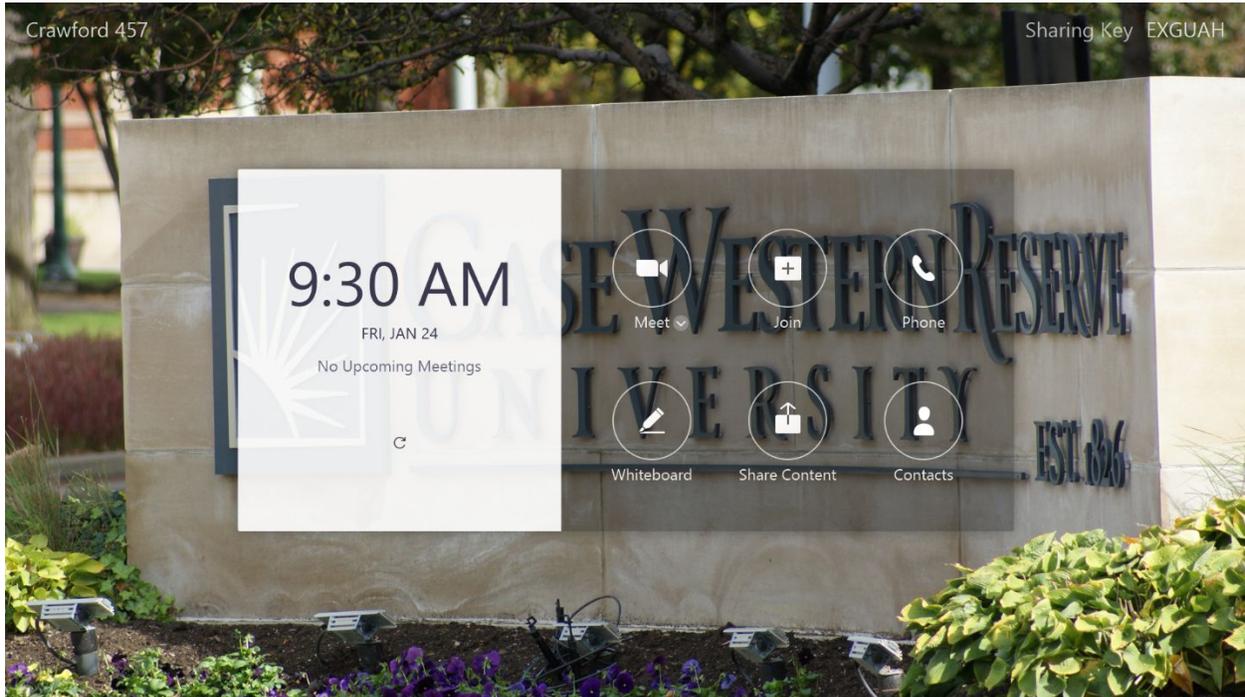


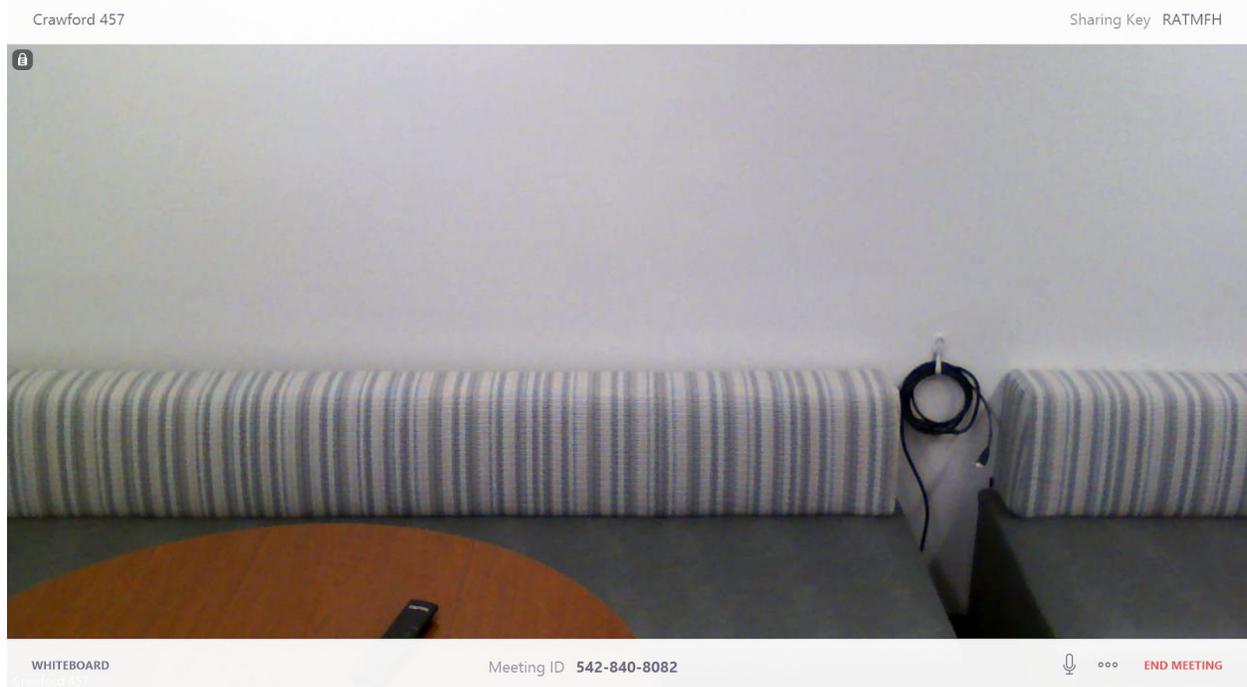
## Zoom Rooms



This is the default screen of equipment with Zoom Rooms installed. Each time the system reboots, this is the view it show.

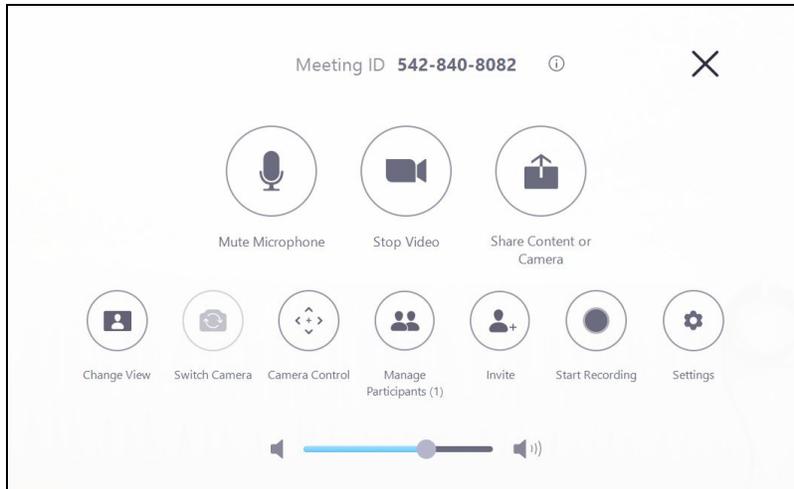
- Upper left is the name of the instance. Typically, it is the Building and room number of where the system is located.
- Upper right is the Sharing Key at that time. This key will change on a regular basis. When someone in the physical room wishes to share their device's screen (laptop, tablet, smartphone), that person will start the Zoom app on their device, select "Share screen", and enter the Zoom Room's Sharing Key in the input box. The device's screen is mirrored on Zoom Room equipment for those in that room. This requires the person sharing the screen to have Zoom installed on the device, but it does not require the start of Zoom Meeting.
- Center box will show the time, date and the schedule of meetings for that room. Access to book that room is limited, so check with your department's management to discuss this. Click on the refresh icon  if a scheduled meeting does not appear on the list.
- The six icons in center screen are discussed in detail below.

## Meet



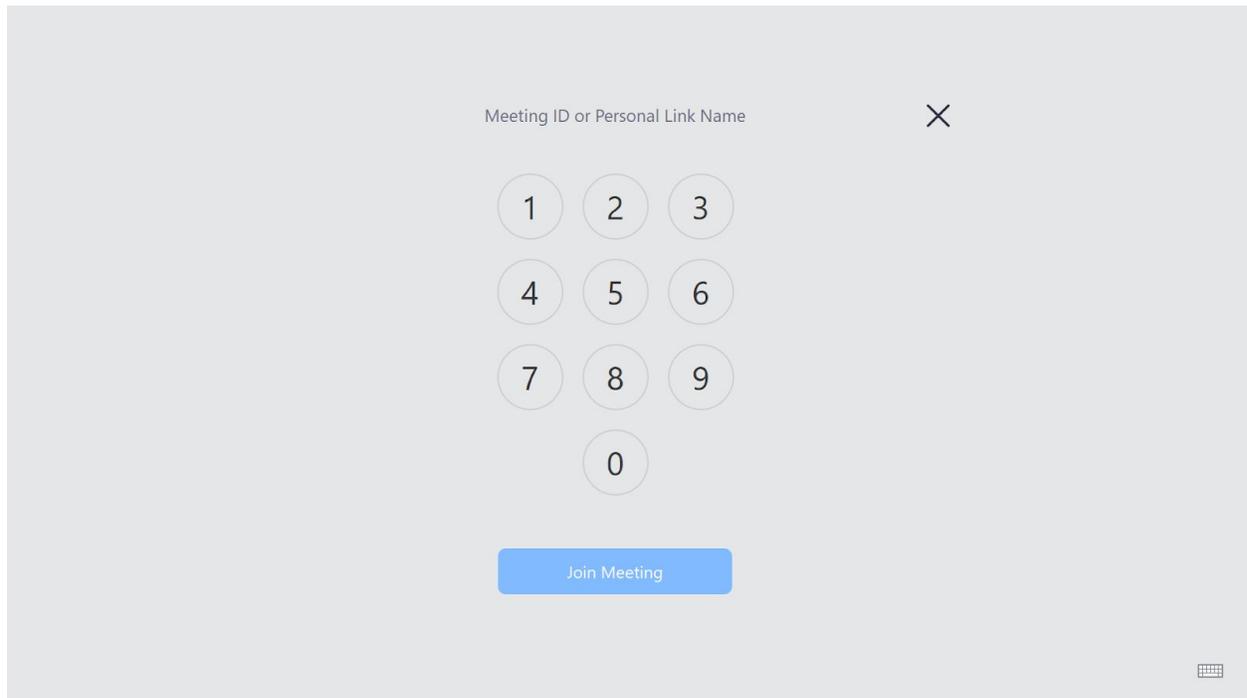
When selecting Meet, it begins an instant Zoom meeting. This is useful when it's determined the meeting should include a person or people from a distance. The camera on the Zoom Room equipment starts as well as the audio. The meeting information is displayed in the upper and lower borders. This includes:

- Upper left: Zoom Room name, typically the building and room number
- Upper right: Sharing Key when a person in the room wishes to mirror their device's screen.
- Lower left: opens the Whiteboard feature. This is explained in detail later in this document.
- Lower middle: Meeting ID is available to share with the people outside of the physical room to join the meeting. This number is entered into the Zoom app on their device.
- Lower right: microphone icon will mute or enable the microphone function for the meeting.
- Lower right: three dots will display settings for the meeting



- Lower right: End Meeting will complete the meeting.

## Join

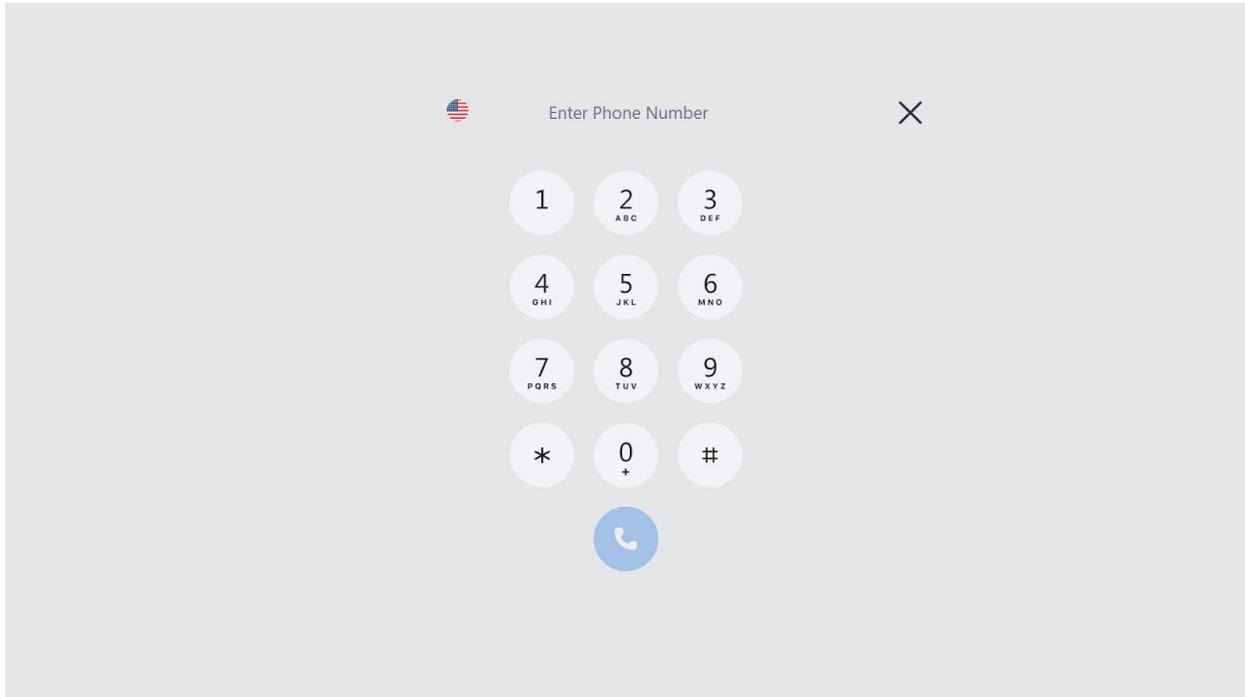


When attending a Zoom meeting, select the “Join” icon. The screen above appears. In the input box, enter the Meeting ID or Personal Link Name of the meeting using the touchscreen, the physical keyboard or the virtual keyboard, which is enabled by clicking on the keyboard icon shown on the bottom right corner. The Meeting ID or Personal Link Name is included in the invitation to the meeting.

- Meeting ID: if the invitation shows, for example <https://cwru.zoom.us/j/987654321>, the Meeting ID is 987654321.
- Personal Link Name: if the invitation shows, for example <https://cwru.zoom.us/my/jane.doe>, the Personal Link Name is jane.doe.

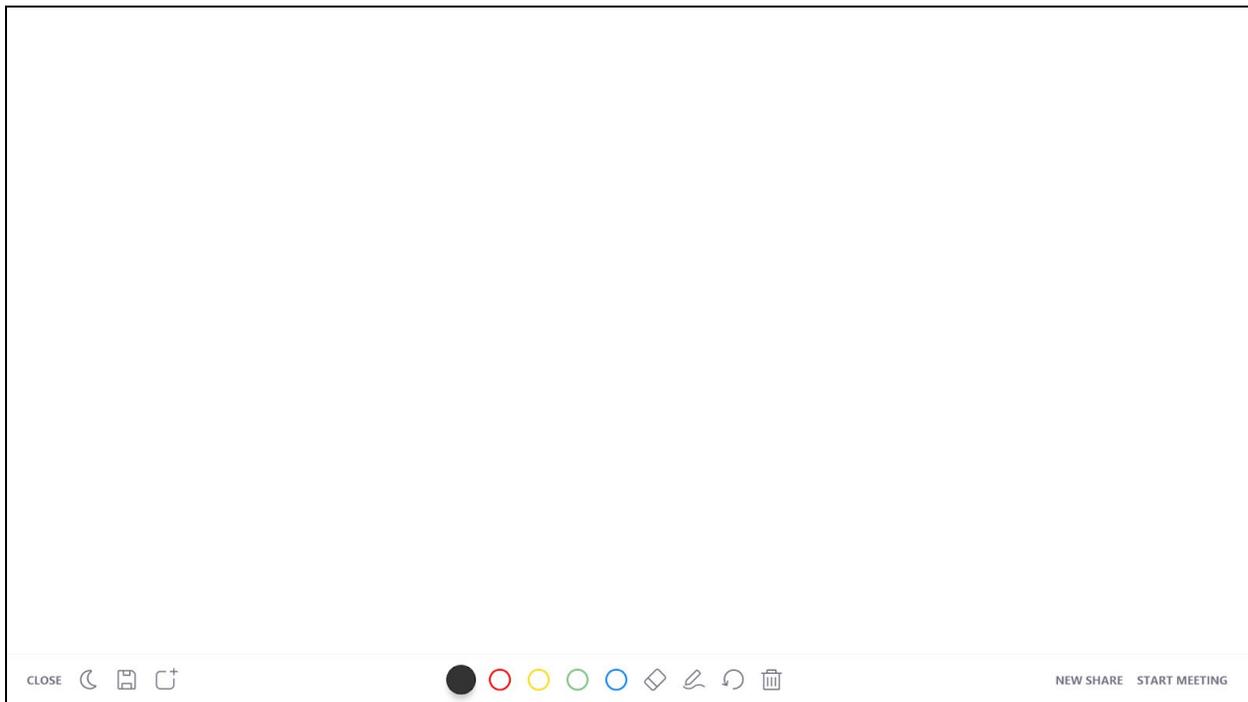
Then click on “Join Meeting”

## Phone



The phone function will allow you use the Zoom Room equipment to make a standard phone call. The equipment is only capable of calling out to one number; it cannot receive phone calls. It is not necessary to either dial "9" to receive an outside line or "1" before the area code. This can call into a traditional phone conference line, so all the people in the physical room can participate in a large conference call.

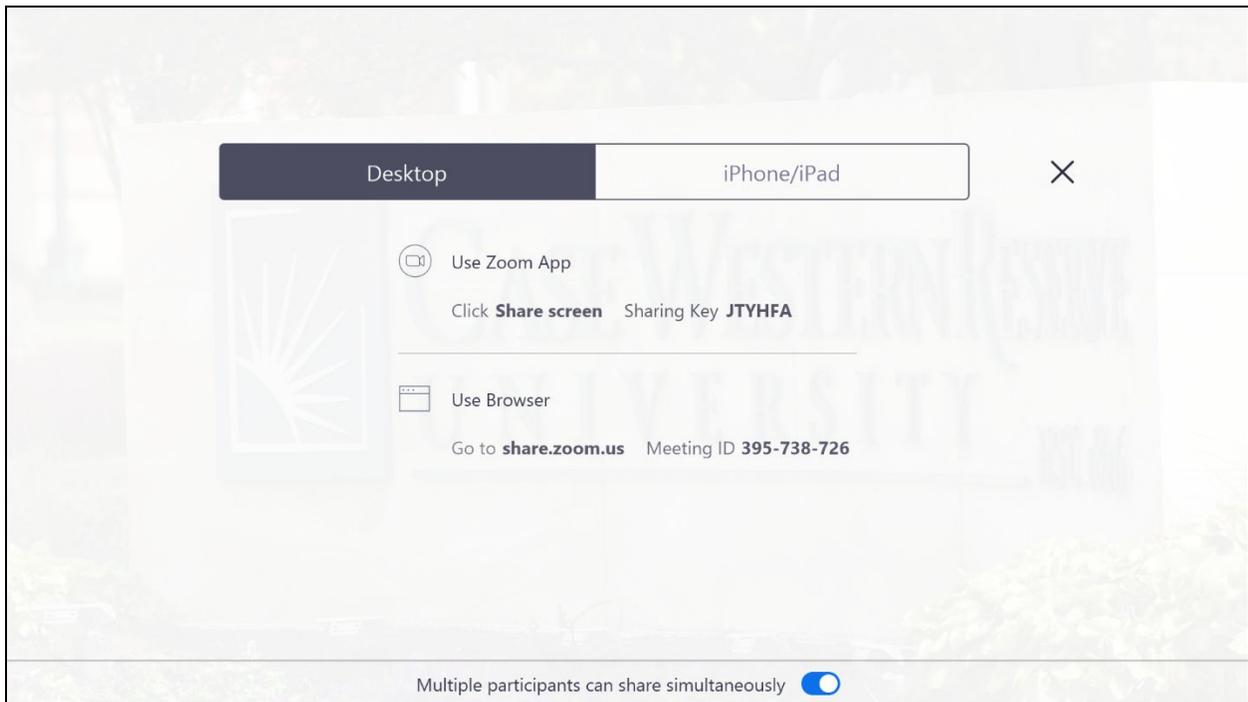
## Whiteboard



This enables the Whiteboard function of the Zoom Room. This is shown only to those physically in the room. Use your touch or a stylus to write on the board.

- **Close:** will end the Whiteboard function. At this time, it will ask if you wish to save what was created. If there are multiple boards, you can select all of them, none of them or select ones. Enter you email address to have them sent to you.
- **Moon icon:** converts the whiteboard to a blackboard
- **Disk icon:** saves the whiteboards
- **Whiteboard plus icon:** adds additional whiteboards. You can swipe left and right on the Zoom Room equipment to move between whiteboards.
- **Color circle icons:** toggle between the colors of the virtual marker used to write on the whiteboard.
- **Eraser icon:** next to the blue color is the eraser icon, which will remove on the whiteboard anything it is swiped over.
- **Pencil icon:** this changes the width of the virtual pencil. It will also allow the user to switch to Smart recognition drawing, which smooths out lines and auto-convert drawings to shapes, such as circles and triagles, immediately after drawing on the touchscreen monitor
- **Undo icon:** will undo the previous change
- **Trash can icon:** will delete everything on that whiteboard
- **New Share:** starts screen sharing.
- **Start Meeting:** will open an instant Zoom Meeting and share the whiteboard with remote participants.

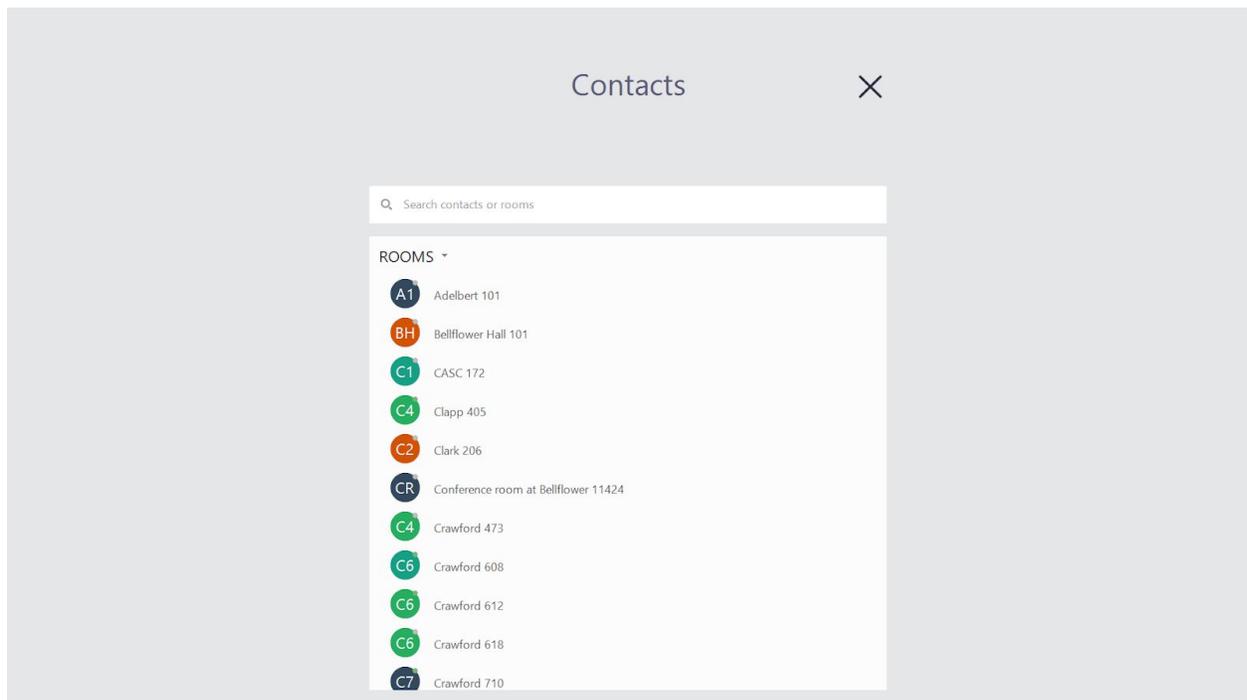
## Share Content



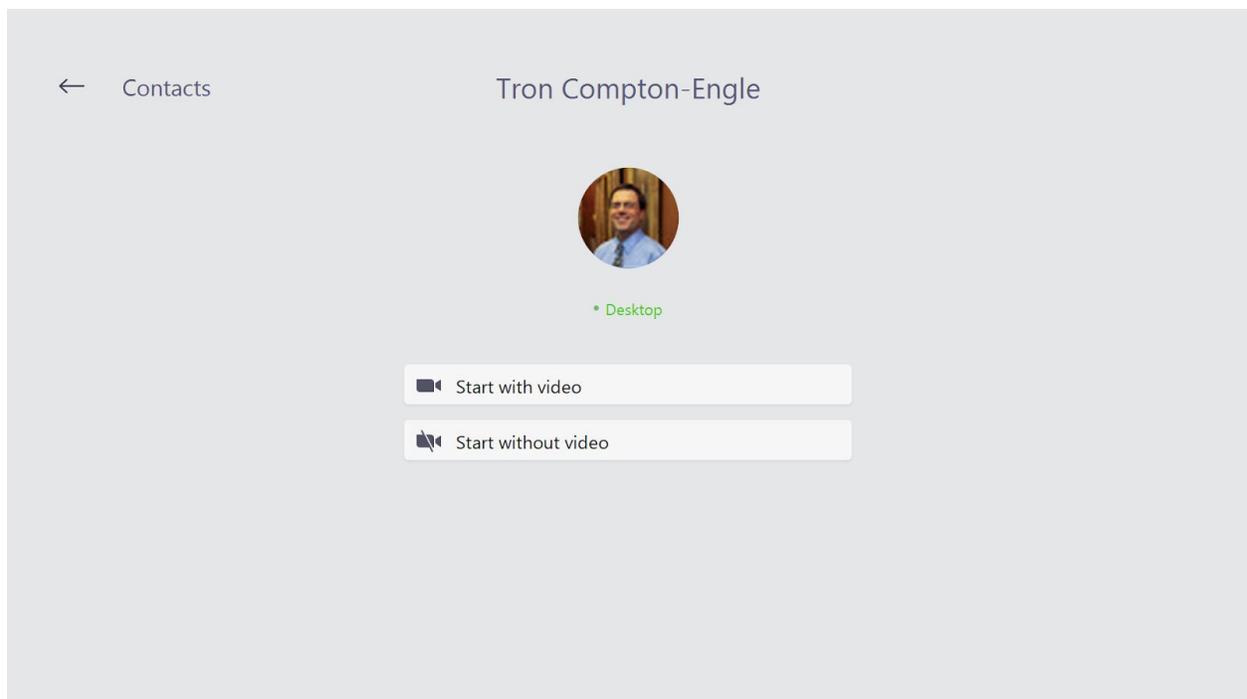
This details how to share a person's device screen.

- **Desktop:** shows the steps for sharing a person's device screen from the Zoom app or a traditional web browser, such as Google Chrome, Apple Safari, Microsoft Edge or Mozilla Firefox. Follow the directions as shown to gain access.
- **iPhone/iPad:** this method is not viable in most Zoom Room because this requires both the Zoom Room equipment and the Apple device to be on the same network, such as CaseWireless. Since most Zoom Room equipment uses the Ethernet (i.e. wired) network, this function does not work. iPhones and iPad can use the Zoom app or browser option to connect.

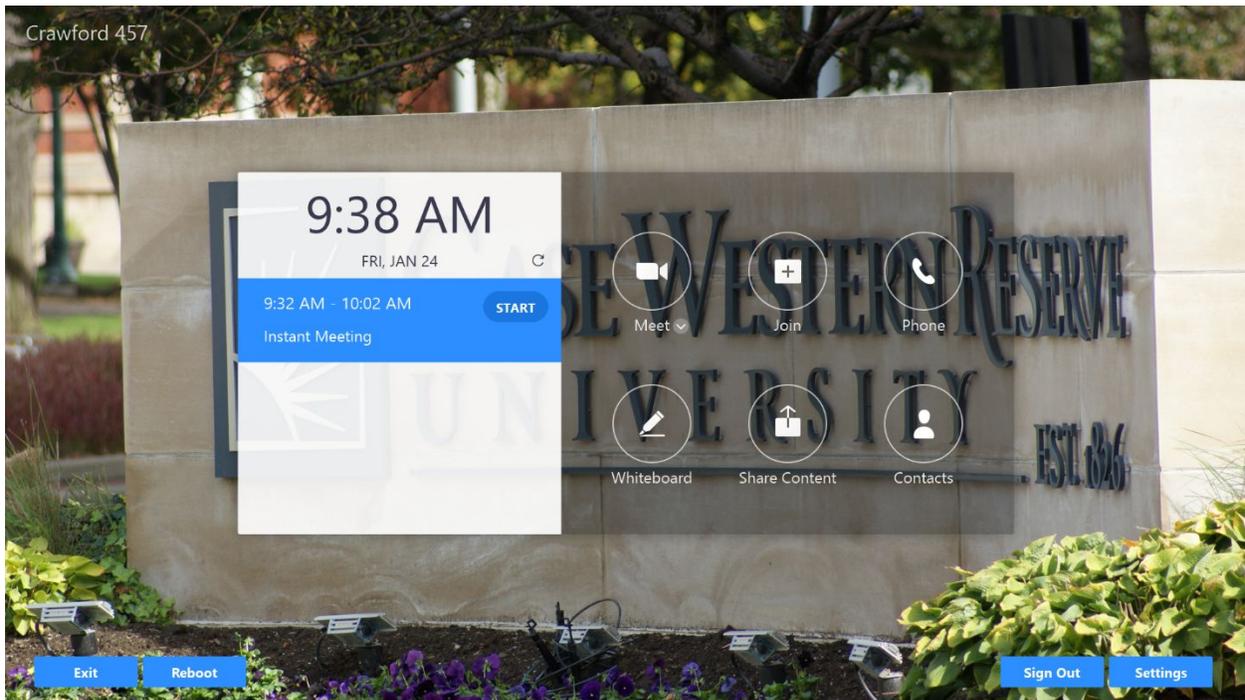
## Contacts



This function will show a list of the Zoom Rooms on campus. You can search for CWRU personnel to start a Zoom meeting.



## Exit



By double tapping or swipe up on the screen the blue buttons will appear.

- **Exit:** closes the Zoom Room software and a Windows 10 desktop is presented. If the hardware has USB drives available, files stored on a flash drive may be accessed this way. To begin Zoom Rooms again, click on the Zoom Rooms icon located in the Windows Start Bar or navigate to the program using the Windows Start Menu.
- **Reboot:** for administrators only and requires a PIN to access.
- **Sign Out:** for administrators only and requires a PIN to access.
- **Settings:** to troubleshoot audio, microphone and network issues.