

BFH 230 ZOOM HANDBOOK



Setting up the AV System

Turning on the Room Display and AV system.

Tap on the “Extron” tab to bring up the controller display as shown in **Fig 1**. To turn on the Display, Roll the screen up/ down and control microphone volumes use this controller. Now you are ready to present content to the room or start a Zoom Call.

(See Fig 1)

Set up to Share Computer Screen: Make sure your Laptop is connected to the HDMI cable provided.

The HDMI cable is the cable with black end connector as that should be extended from the podium. Please make sure that it is connected to the HDMI port on your computer. If your computer does not have one use an appropriate convertor for the same. On connecting your Computer's display will reflect on the projector. You can now present content to the room.

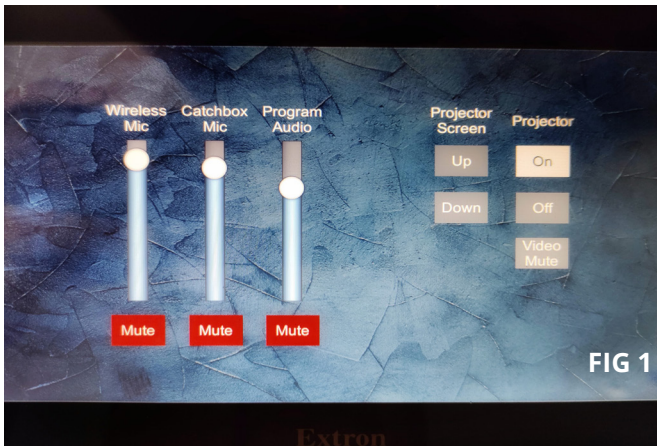


FIG 1

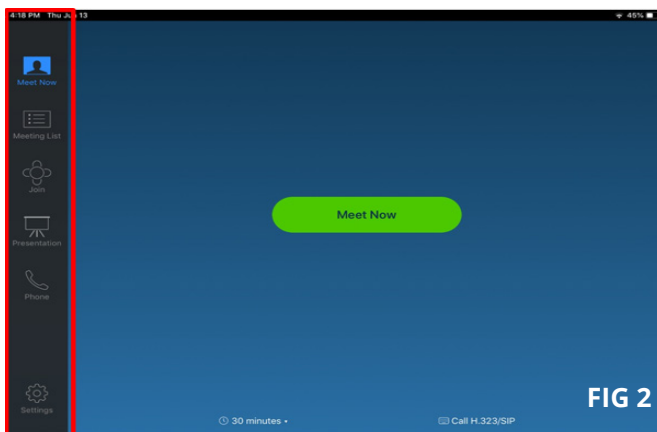


FIG 2

Before proceeding to the following section, note that The Zoom controller here is a separate iPad on the podium which displays the Zoom app as shown in **Fig 2**.

Now what would you like to do?

CONNECT TO A ZOOM MEETING

Page 2 - Connect to a Zoom Meeting

PRESENT FROM INSIDE A ZOOM MEETING

Page 3 - Windows / Mac Laptop

Page 4 - iOS Device

PRESENT CONTENT LOCALLY THROUGH ZOOM

Page 5 - Windows / Mac Laptop

Page 6 - iOS Device

Connect to a Zoom Meeting

Are you here for a Zoom call?

SCHEDULING

- **Did you schedule the BFH 230 Zoom room for the meeting?**

This would be done by someone with access to the room calendar, they would send the link that you use to invite others.

- Once the Room Display is on and set up as described - you should be able to hit the “start” button on the Zoom controller (**See Fig 1**)
- **Did you schedule a Zoom call on your personal <PID>@vt.edu account?**
 - If so, make sure the Room Display is powered on as described previously and showing the camera feed. Then,
 - You will need to tap “Join” on the left side of the iPad Zoom Controller window. Then simply type your Zoom Meeting ID into the input field that appears (**See Fig 2**)
 - When finished with your meeting, be sure to tap “end meeting” on the Zoom Controller

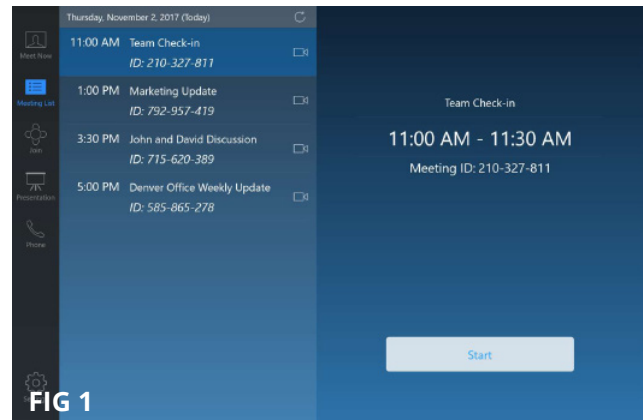


FIG 1

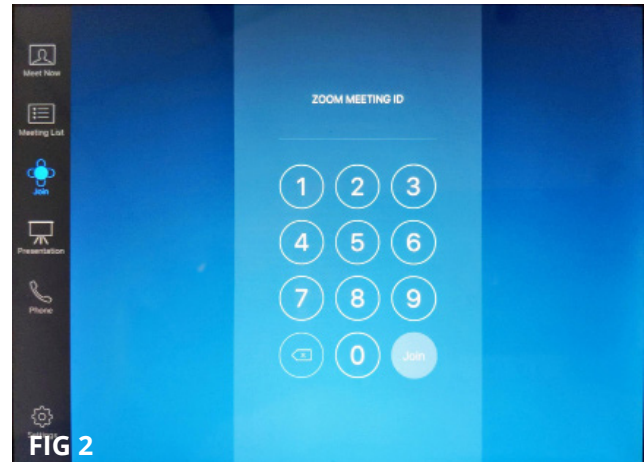


FIG 2

Present from inside a Zoom Meeting

WITH ZOOM APP INSTALLED (LAPTOP)

1. Click the Green share screen button on controller (See Fig 1)
2. Touch the "Desktop" button or laptop icon. (See Fig 2)
3. If you connected to the HDMI cable on the podium, the content on your screen will be shared from here.
4. Else ,In your web browser on your device, visit <https://share.zoom.us> (See Fig 3)
5. Type in the 9 digit MeetingID (See Fig 4) shown on the Room Display in the input box (See Fig 5) and click share
6. The web page will now prompt you to open the Zoom app (if installed) or direct download it directly or from the Apple/Google App Store if on a tablet/phone

Windows or Mac Laptop (Install App)

- In your web browser visit <https://zoom.us/support/download> which will download the app installer for your device's platform (See Fig 6)
- Run the downloaded file to install the Zoom app
- Once the installation finishes visit <https://share.zoom.us> and re-enter the MeetingID
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session (See Fig 7)
- You should now see the share screen selector for Zoom. From here you can share just a specific app running on your machine (PowerPoint/Keynote for example) or your whole desktop. (See Fig 8)
- Your content should now display on the Room Display wirelessly.

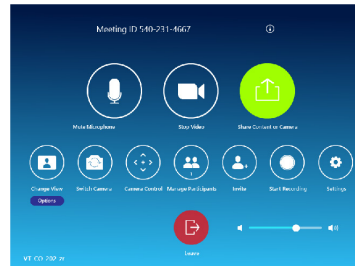


FIG 1

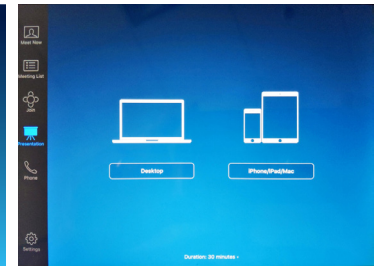


FIG 2

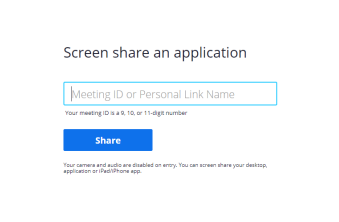


FIG 3

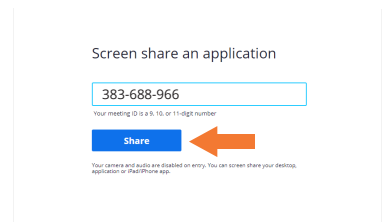


FIG 4

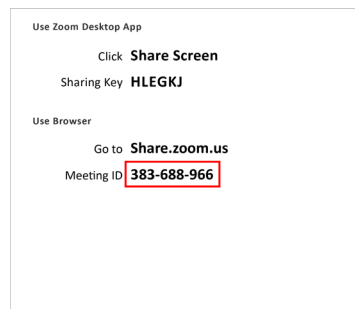


FIG 5

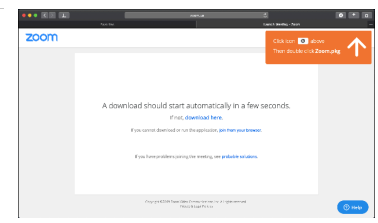


FIG 6

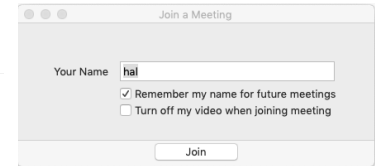


FIG 7

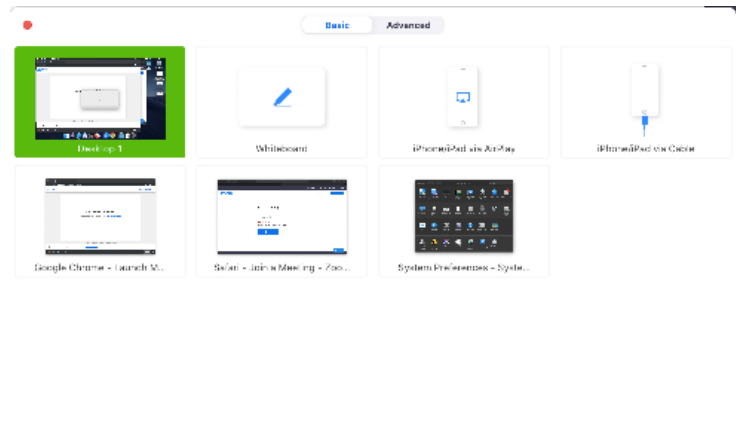


FIG 8

Present from inside a Zoom Meeting

WITH ZOOM APP INSTALLED (IOS DEVICE)

See Steps 1-5 on Page 3 if you have Zoom Already Installed.

If you do not have the Zoom app installed

- In your web browser visit <https://zoom.us/support/download> - When prompted to "Open this page in App Store" touch "Open" (See Fig 1) and then install the free Zoom App (See Fig 2)
- Once the app is installed, open your web browser and again visit <https://share.zoom.us/> - re-nter the MeetingID and press share
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session. (See Fig 3) If you are prompted to allow or deny notifications choose whatever you wish. (See Fig 4)
- You should now see the "start broadcast" screen <startBroadcast.jpg>. Make sure Zoom is selected and touch Start Broadcast. After a brief countdown your content should now display on the Room Display wirelessly

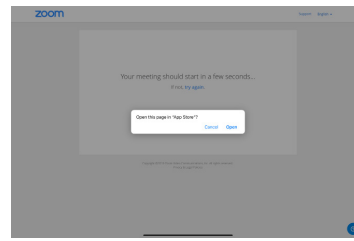


FIG 1

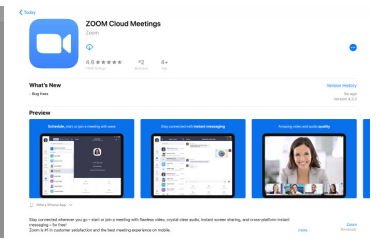


FIG 2

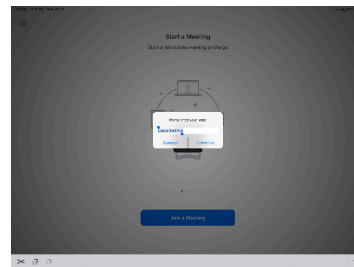


FIG 3

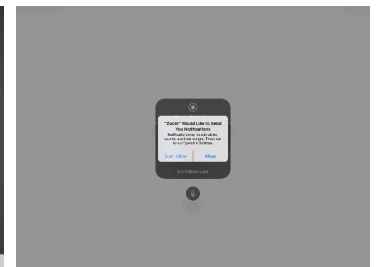


FIG 4

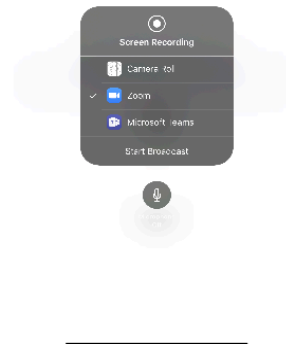


FIG 5

Present content locally (Windows/Mac Laptop)

WITH ZOOM APP INSTALLED (LAPTOP)

1. Click the "Presentation" button on controller or touch the Share button on Room Display and then touch the "Desktop" button or laptop icon. (See Fig 1)
2. In your web browser on your device, visit <https://share.zoom.us> (See Fig 2)
3. Type in the 9 digit MeetingID (See Fig 3) shown on the Room Display in the input box (See Fig 4) and click share
4. The web page will now prompt you to open the Zoom app (if installed) or direct download it directly or from the Apple/Google App Store if on a tablet/phone

If you do not have the Zoom app installed

- In your web browser visit <https://zoom.us/support/download> which will download the app installer for your device's platform (See Fig 5)
- Run the downloaded file to install the Zoom app
- Once the installation finishes visit <https://share.zoom.us> and re-enter the MeetingID
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session (See Fig 6)
- You should now see the share screen selector for Zoom. From here you can share just a specific app running on your machine (PowerPoint/Keynote for example) or your whole desktop. Unless you know what you're doing we recommend selecting "desktop 1" and pressing the blue share button (See Fig 7)
- Your content should now display on the Room Display wirelessly.

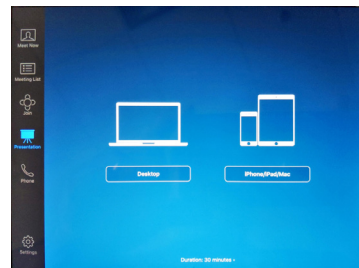


FIG 1

Screen share an application

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Share

Your camera and audio are disabled on entry. You can screen share your desktop, application or iPad/iPhone app.

FIG 2

Screen share an application

383-688-966

Your meeting ID is a 9, 10, or 11-digit number

Share

Your camera and audio are disabled on entry. You can screen share your desktop, application or iPad/iPhone app.

FIG 3

Use Zoom Desktop App

Click **Share Screen**

Sharing Key **HLEGGJ**

Use Browser

Go to **Share.zoom.us**

Meeting ID **383-688-966**

FIG 4

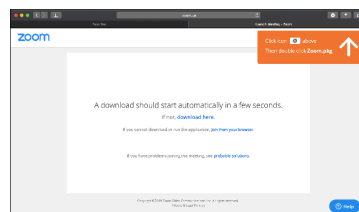


FIG 5

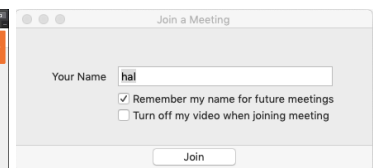


FIG 6

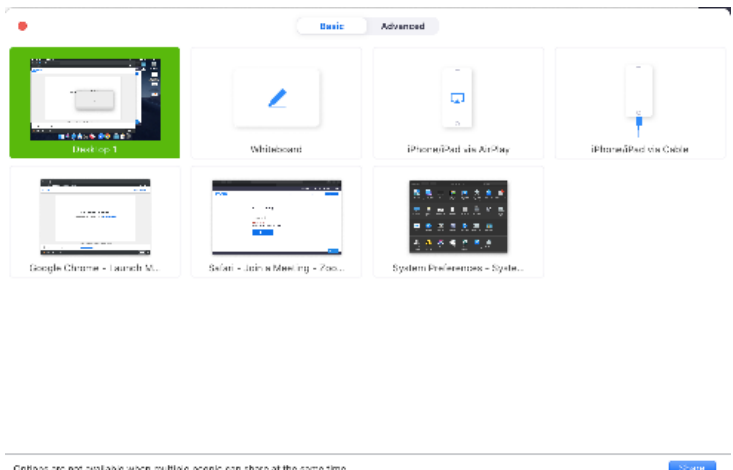


FIG 7

Present content locally (iOS Device)

WITH ZOOM APP INSTALLED (IOS DEVICE)

See Steps 1-4 on Page 5 if you have Zoom App already installed.

If you do not have the Zoom app installed

- In your web browser visit <https://zoom.us/support/download> - When prompted to "Open this page in App Store" touch "Open" (**See Fig 1**) and then install the free Zoom App (**See Fig 2**)
- Once the app is installed, open your web browser and again visit <https://share.zoom.us/> - re-nter the MeetingID and press share
- The Zoom app will run and may prompt you to name your device. Pick whatever you want to identify yourself as for this session. (**See Fig 3**) If you are prompted to allow or deny notifications choose whatever you wish. (**See Fig 4**)
- You should now see the "start broadcast" screen <startBroadcast.jpg>. Make sure Zoom is selected and touch Start Broadcast. After a brief countdown your content should now display on the Room Display wirelessly

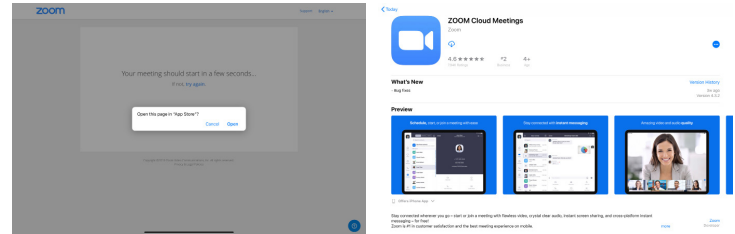


FIG 1

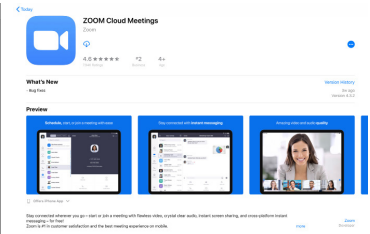


FIG 2

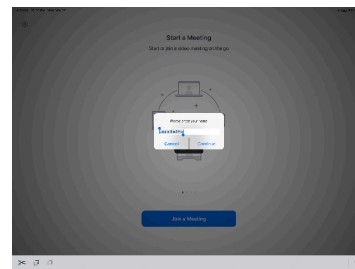


FIG 3

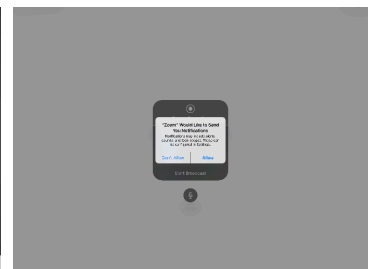


FIG 4

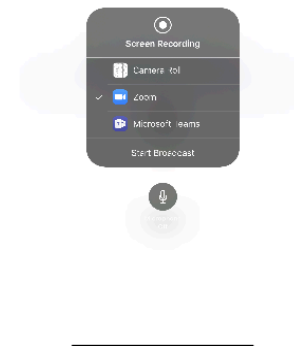


FIG 5