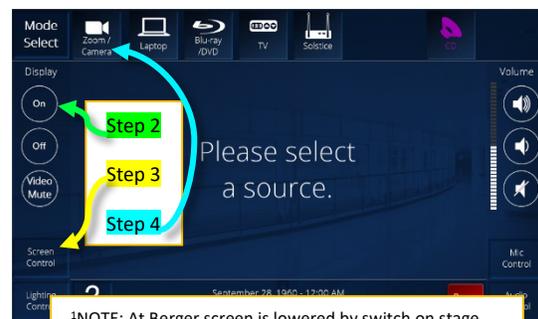


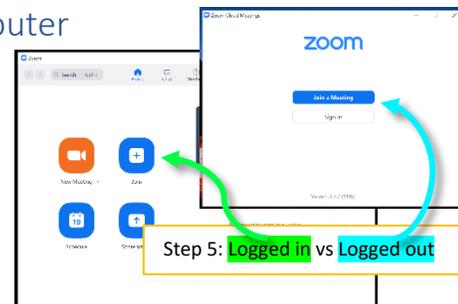
With the Extron-tablet (mounted on AV-Rack)

1. Turn on AV system at Extron
2. Turn on Projector
3. Lower Screen¹
4. Select “Zoom/Camera” source option



With the wireless mouse & keyboard connected to the AV-rack computer

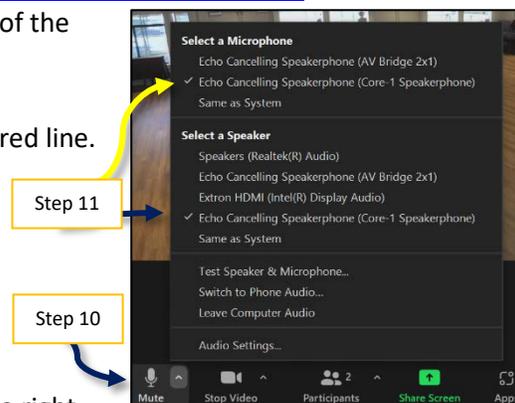
5. Open Zoom to start or join your meeting
 - a. If Zoom is *not signed in* Select “**Join a Meeting**” ...
 - b. If Zoom is *already signed in* upon opening, select the “Join” button
6. Enter your Meeting ID on the following window
7. Don’t adjust any other settings, and click “Join”
8. Enter your Passcode on the following window
The meeting will begin after entering your Passcode
9. Locate the audio conference options pop-up window, and select the “**Join with Computer Audio**” button.
10. Locate the Microphone and Video/Camera icons in the lower-left corner of the Zoom window.



- a. Make sure both are enabled.
 - b. If one has a redline through it, click it to enable, and remove the red line.

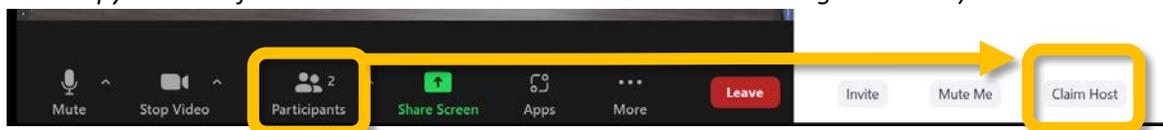
11. Double-check your microphone settings:

Select the small upward arrow/carrot icon to the Microphone icon
Make sure **both the Microphone and Speaker both have “Echo Cancelling Speakerphone (Core-1 Speakerphone)” selected.**
A small checkmark () indicates which option is selected.



12. Claim Host for your meeting:

- a. Click the “Participants” button to open a list of participants on the right-side of the Zoom meeting window.
- b. At the bottom of that window, select the “Claim Host” button (*The claim host code is available on the hard-copy version of this document available at the East Rec and Berger Centers.*)



With the Extron-tablet (mounted on the AV-rack)

13. With the “Zoom/Camera” source selected, use the Pan/Tilt and Zoom buttons to select your desired camera angle.
 - a. If you would like to utilize more than one camera angle, use the Preset buttons to set up to 3 camera angles per camera. There are 3 preset buttons labeled “1”, “2”, and “3”.
Once you have panned, tilted, and zoomed to your desired angle, hold one of the preset buttons down for 5 seconds to assign that camera angle to the button pressed. Please watch this 5-minute video for more info on camera control:

oakmontvillage.com/article/video-conferencing-cameras-overview/



Special Conditions

If anyone else is joining Zoom in the room on another device, that device must have its audio output muted, and its microphone muted in Zoom to prevent reverb/echo. This does not apply to people joining Zoom who are not in the room.

If your meeting displaying media on the projector-screen *other* than the Zoom meeting itself, such as a PowerPoint presentation, a YouTube video, etc., first share your screen within Zoom on the AV rack computer, then feel free to pull up the desired media. People joining over Zoom will still see what is on the projector because you're sharing your screen via the AV-rack computer.

If you need to turn off the projector/display while holding a hybrid-meeting, use the tertiary "Darken" or "Video Mute" option to stop the projector from displaying on the screen, while still keeping it active for people in the Zoom meeting, i.e. if you turn off the projector, people over Zoom will lose video of the event, so instead use the "Darken" or "Video Mute" option for the projector/display.

