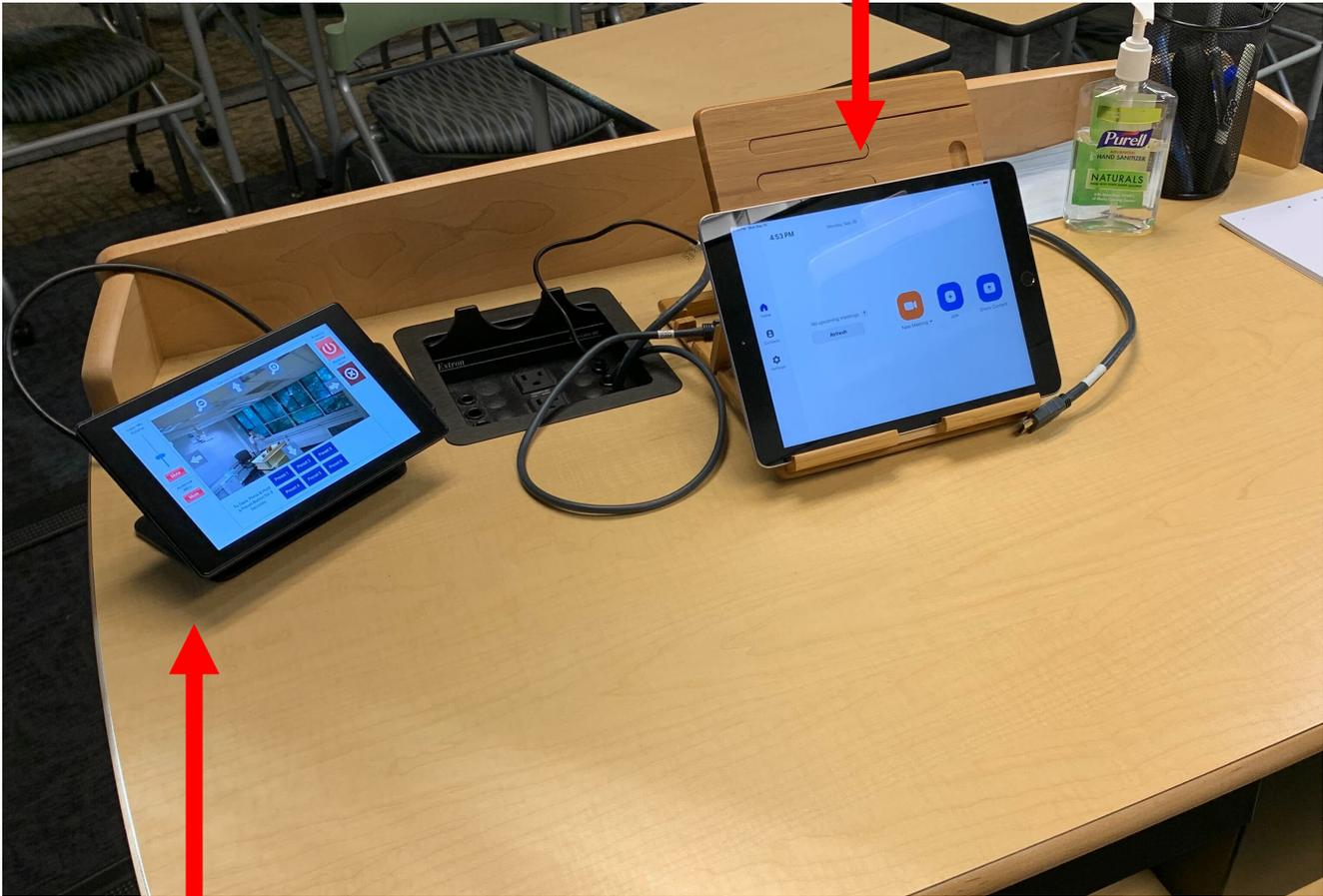


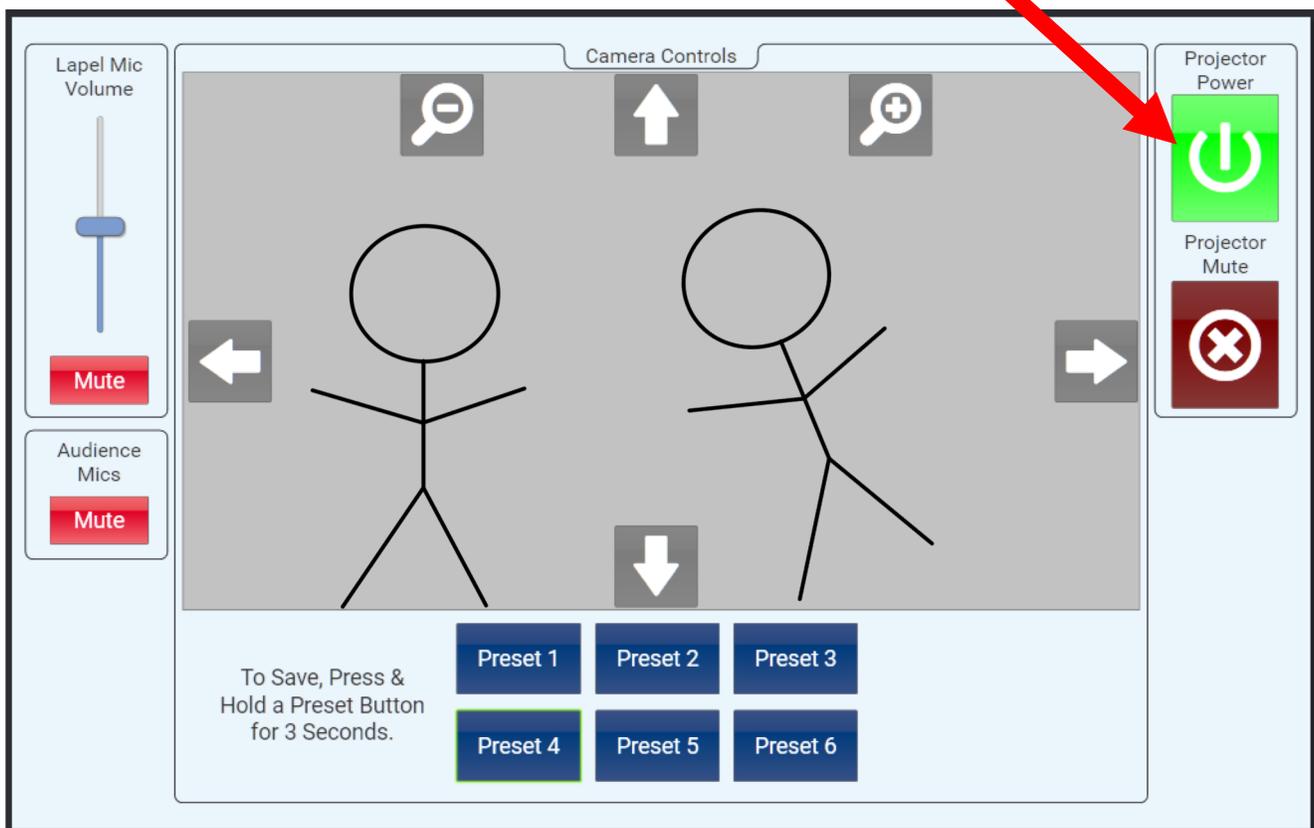
MEB106 Zoom Rooms Quick Start Guide

Review the following items on the front podium:

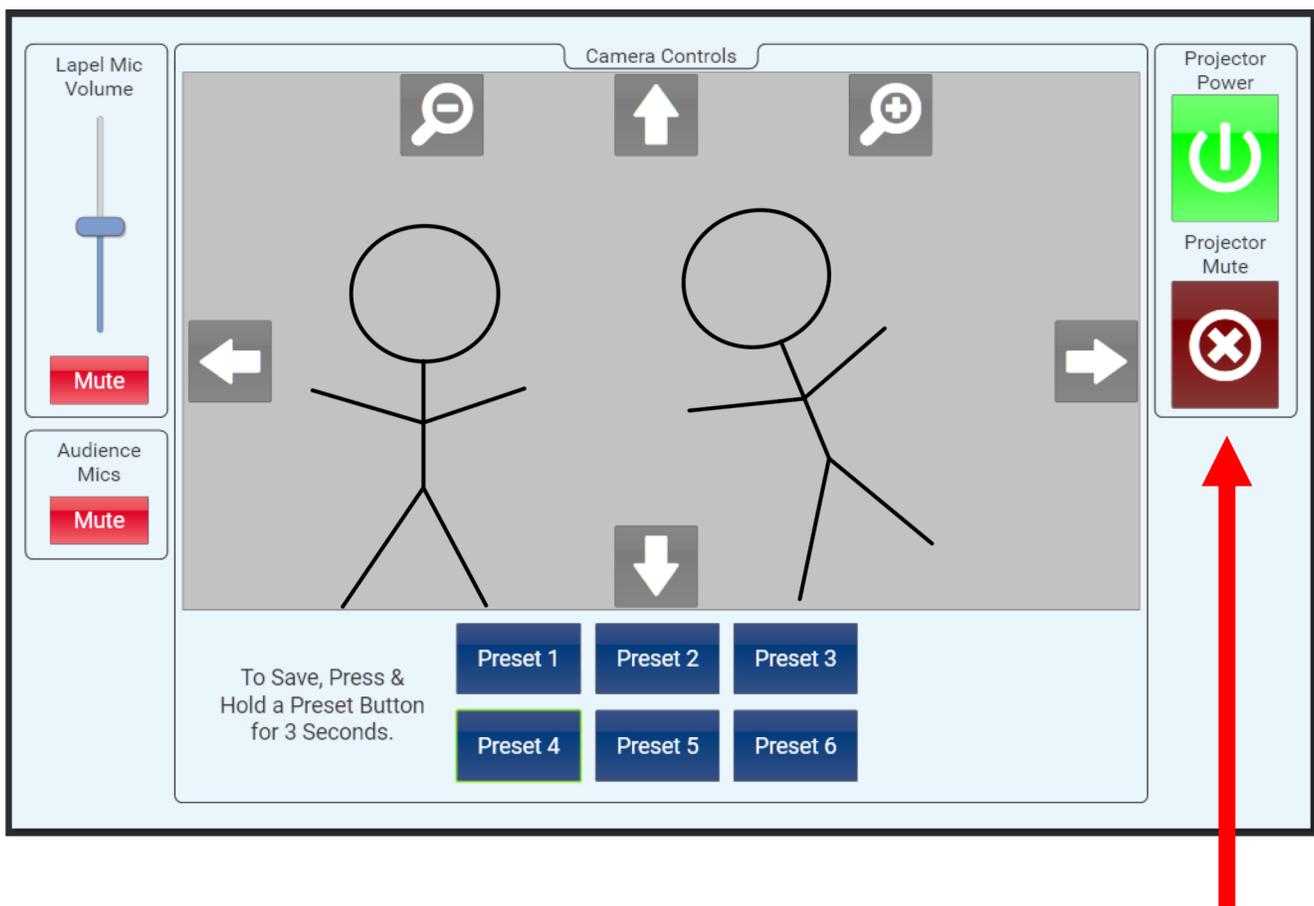
iPad for Zoom Rooms Controller app



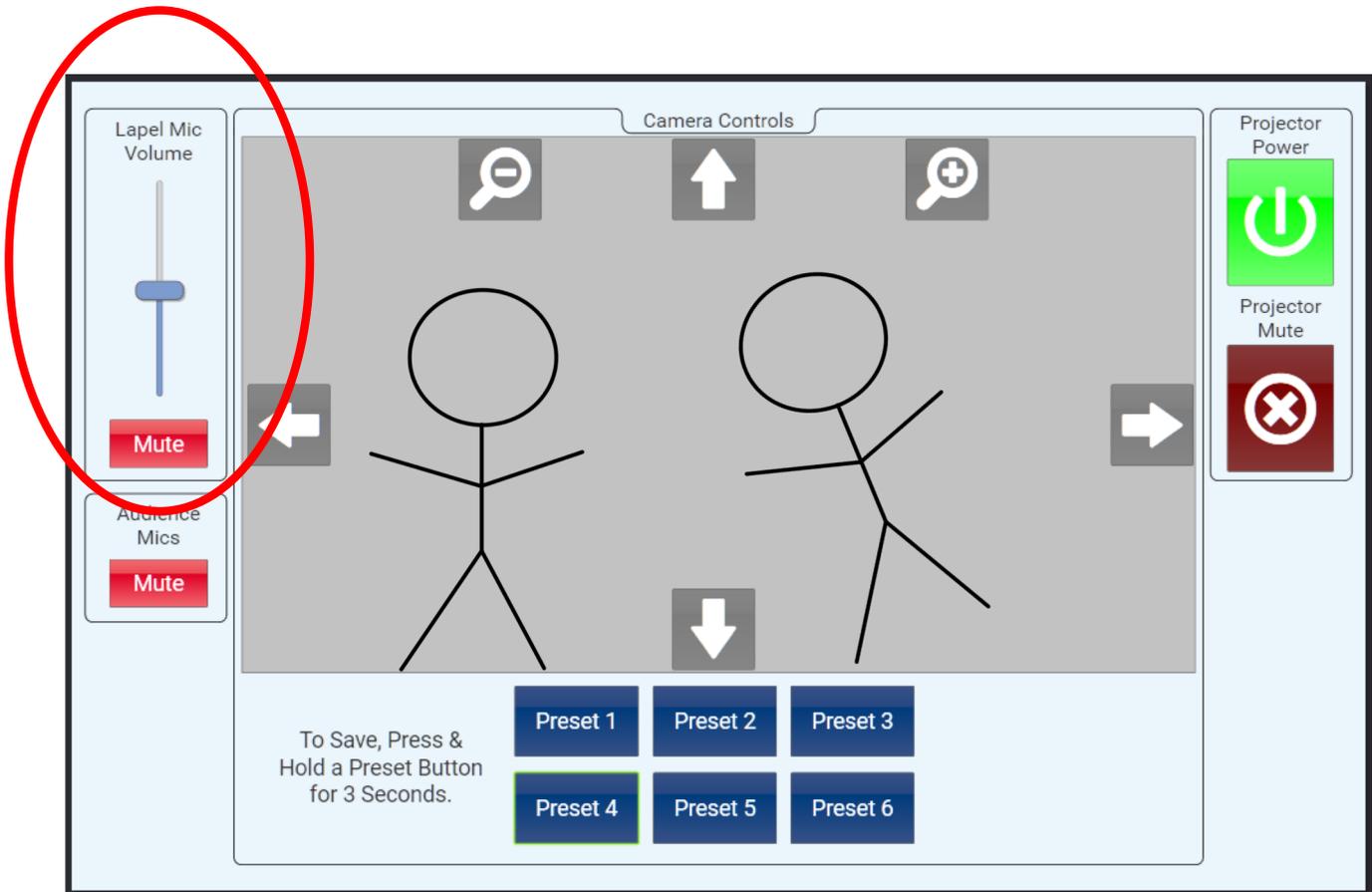
QSC touch panel for controlling projector display, microphones, and QSC room camera



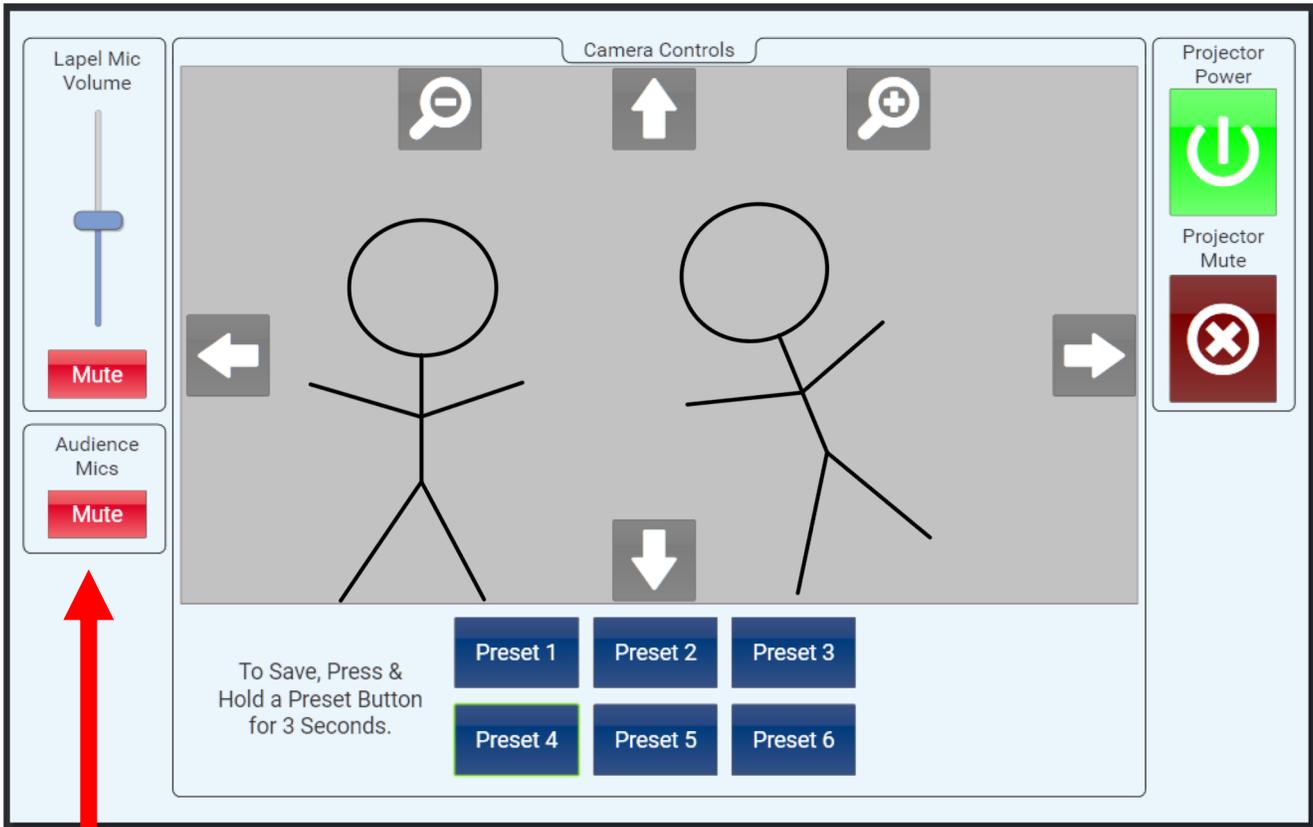
From the QSC touch panel on the podium, tap the Projector Power icon to turn on the three room projectors. The icon will turn from red to green like in the above screenshot. Green indicates that the projectors are powered on.



Before starting the Zoom Rooms meeting with the iPad, please review the other controls on the QSC touch panel. Tapping the Projector Mute button to red will hide the projectors in the room. Tap again to green to unmute the projectors. **Projector Mute does NOT stop video on Zoom.**

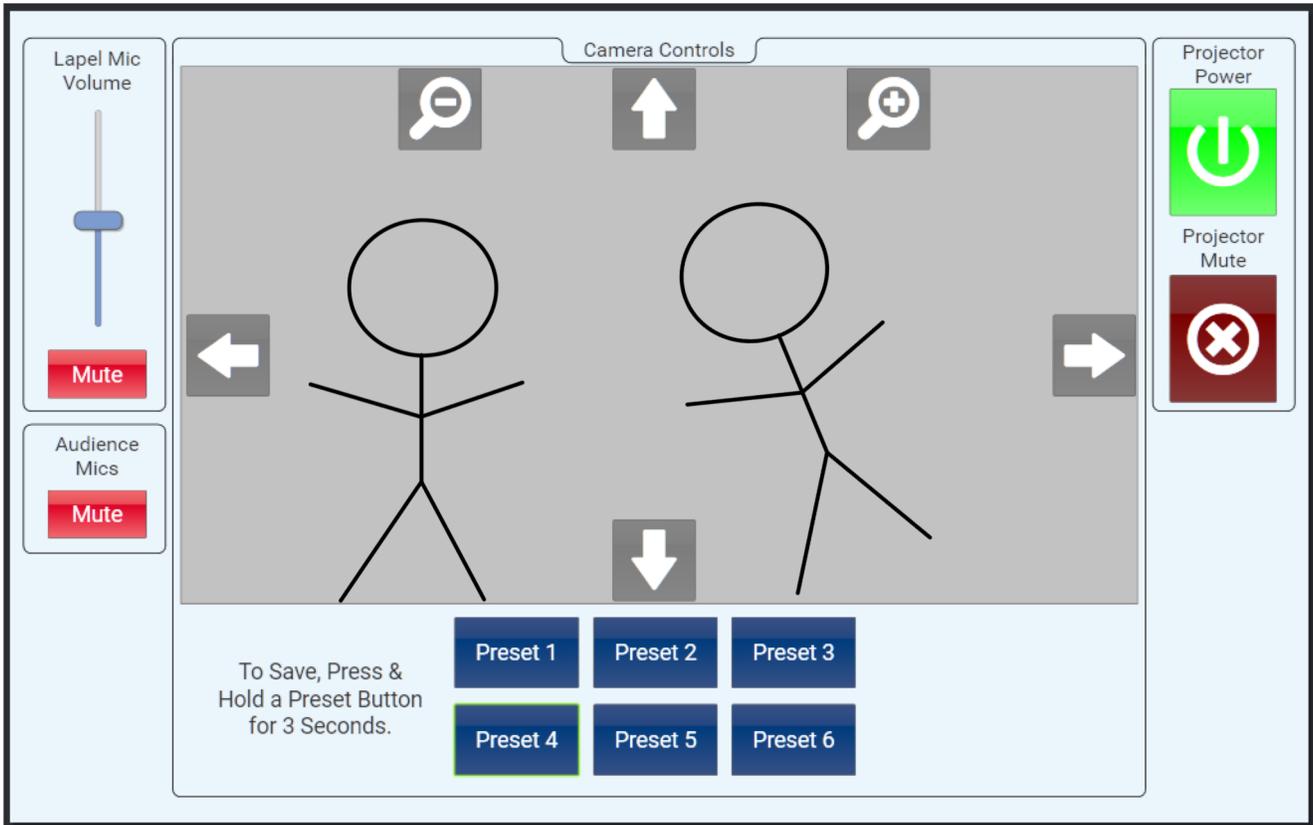


The Mute buttons on the left will control the room microphones. If the Lapel Mic is used, you can tap the Mute button to red which will mute the Lapel Mic, while tapping the same button to green will unmute the Lapel Mic. The slider above the button will adjust the Lapel Mic's volume.



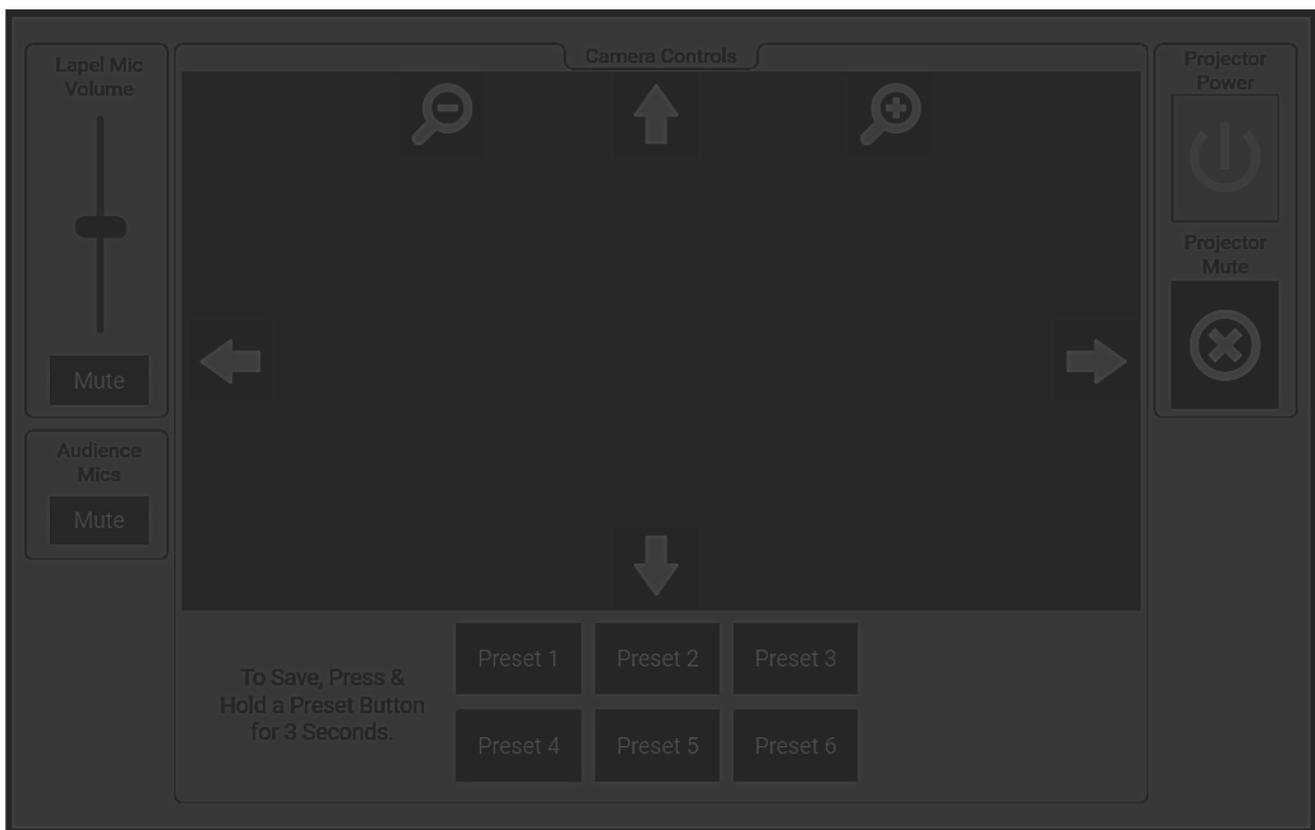
The bottom Mute button labeled next to Audience Mics will mute and unmute the audience microphones located in the room ceilings (pictured below). Tap the Mute button to red to mute the audience microphones. Tap again to green to unmute the audience microphones.



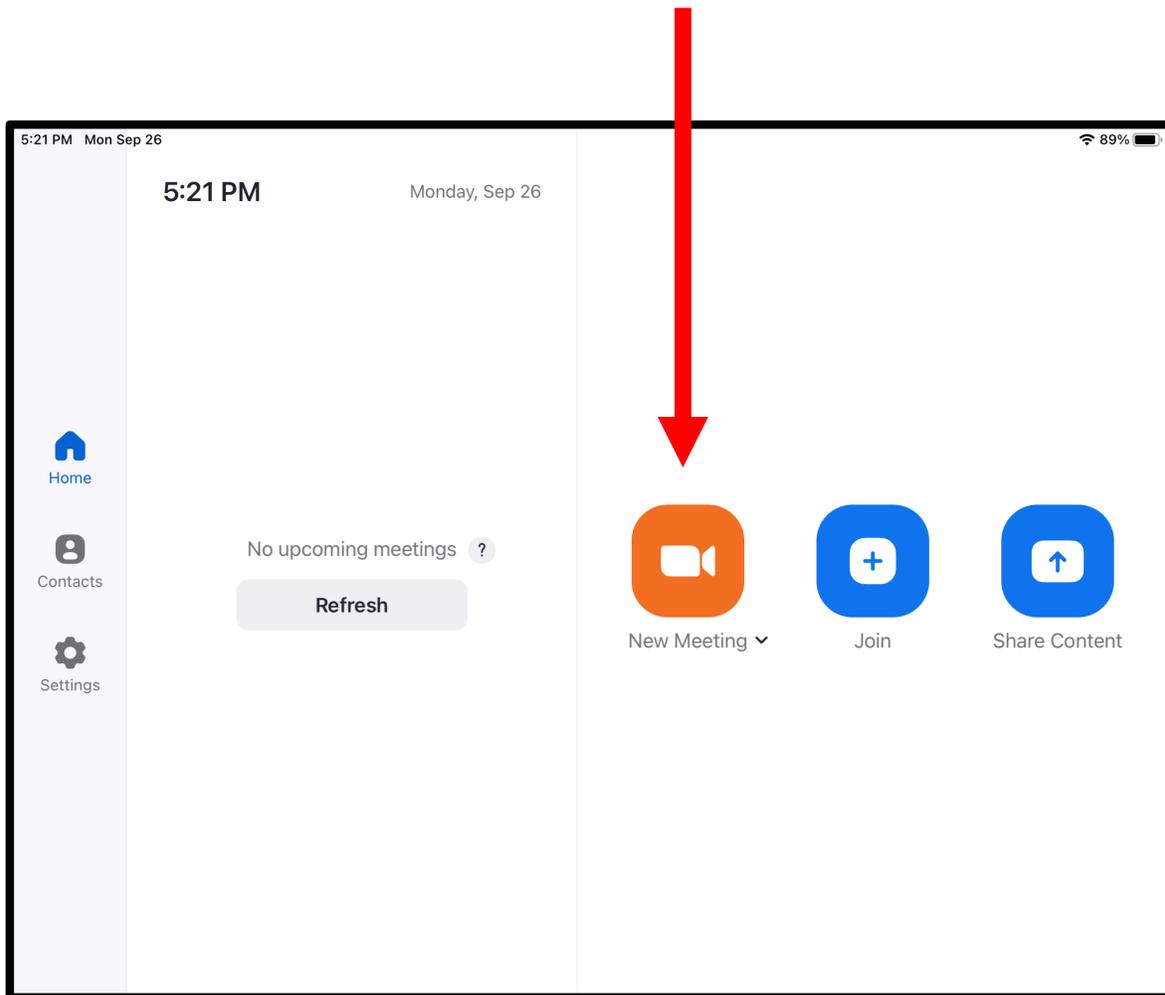


The center of the touch panel under Camera Controls allow for manual control of the room's QSC camera (pictured below). Tap the arrow buttons to move the camera in different directions. Tap the magnifying buttons to zoom in and out. Six presets are available to automate different camera positions.

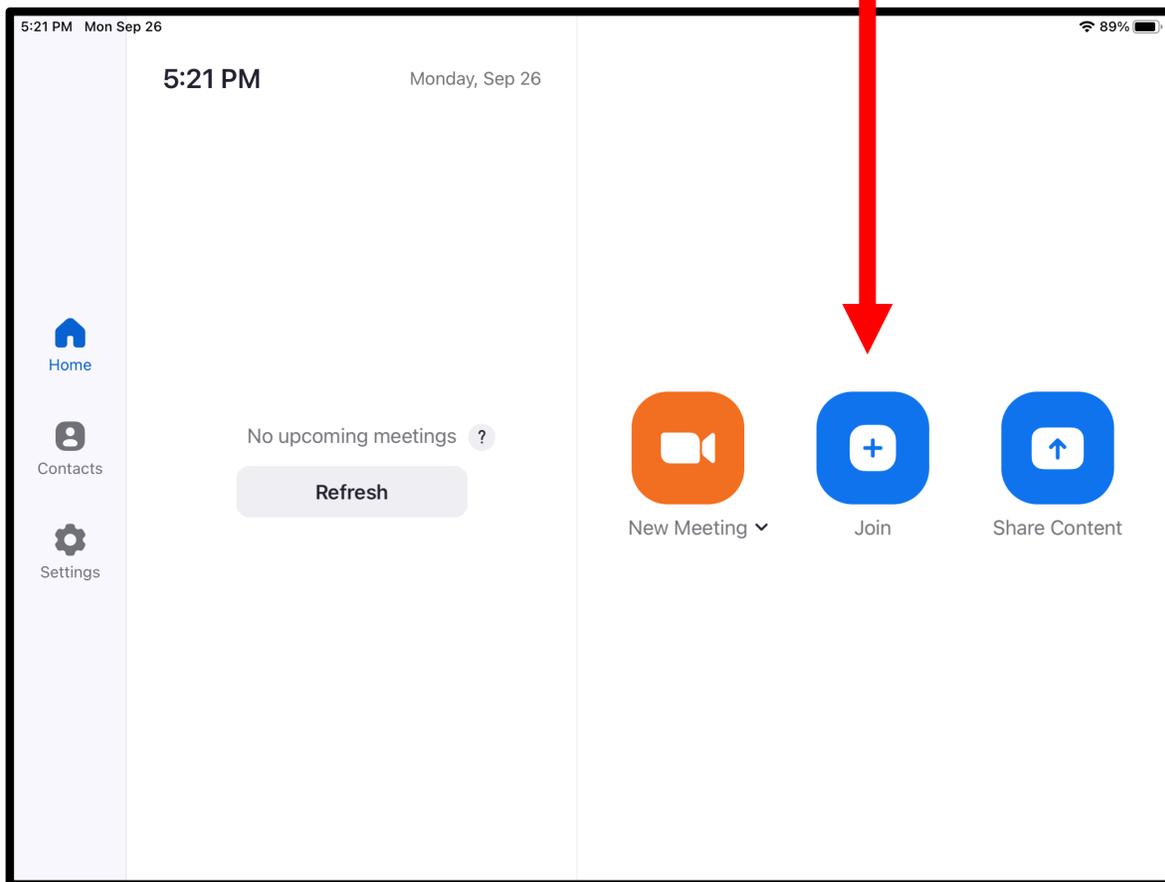




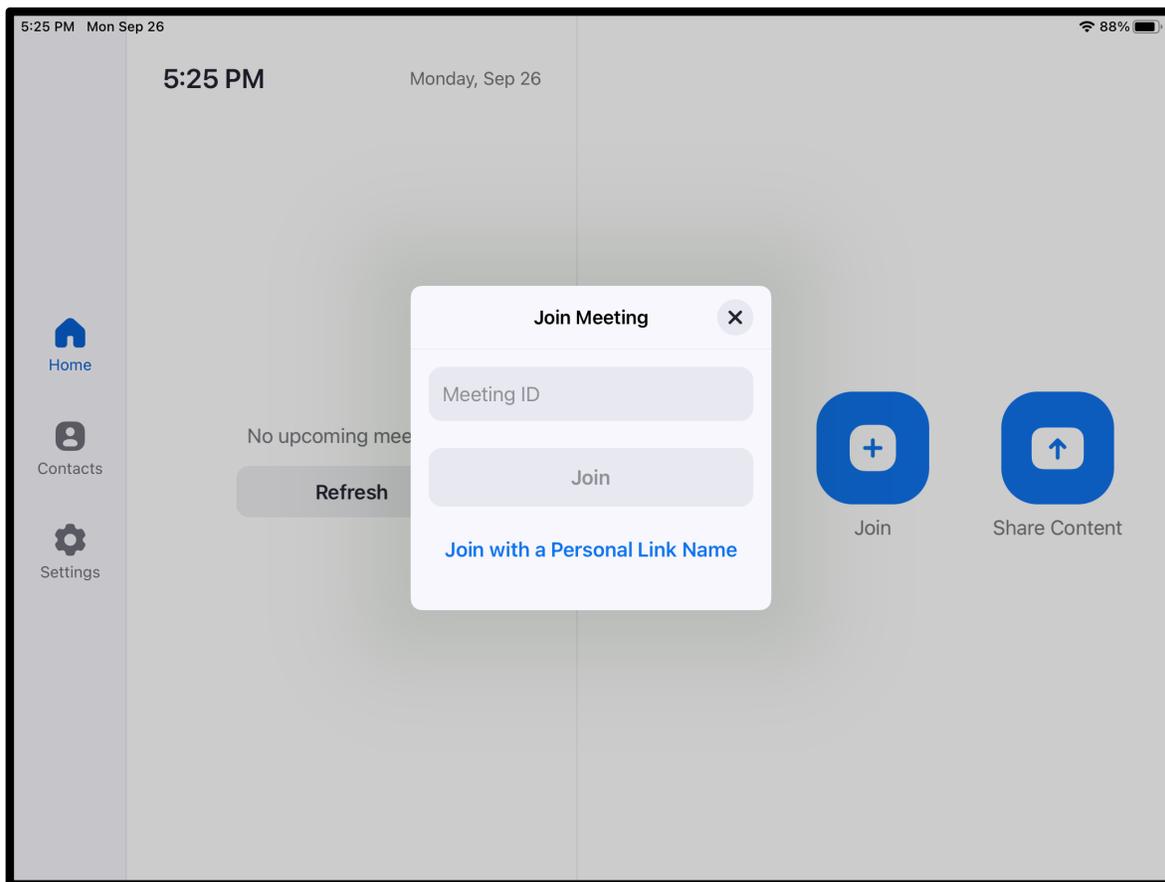
The QSC touch panel display will go into sleep mode if there is no interaction to the screen (or in other words, inactivity) for certain amount of time. Simply tap anywhere on the touch panel screen again to turn the display on.



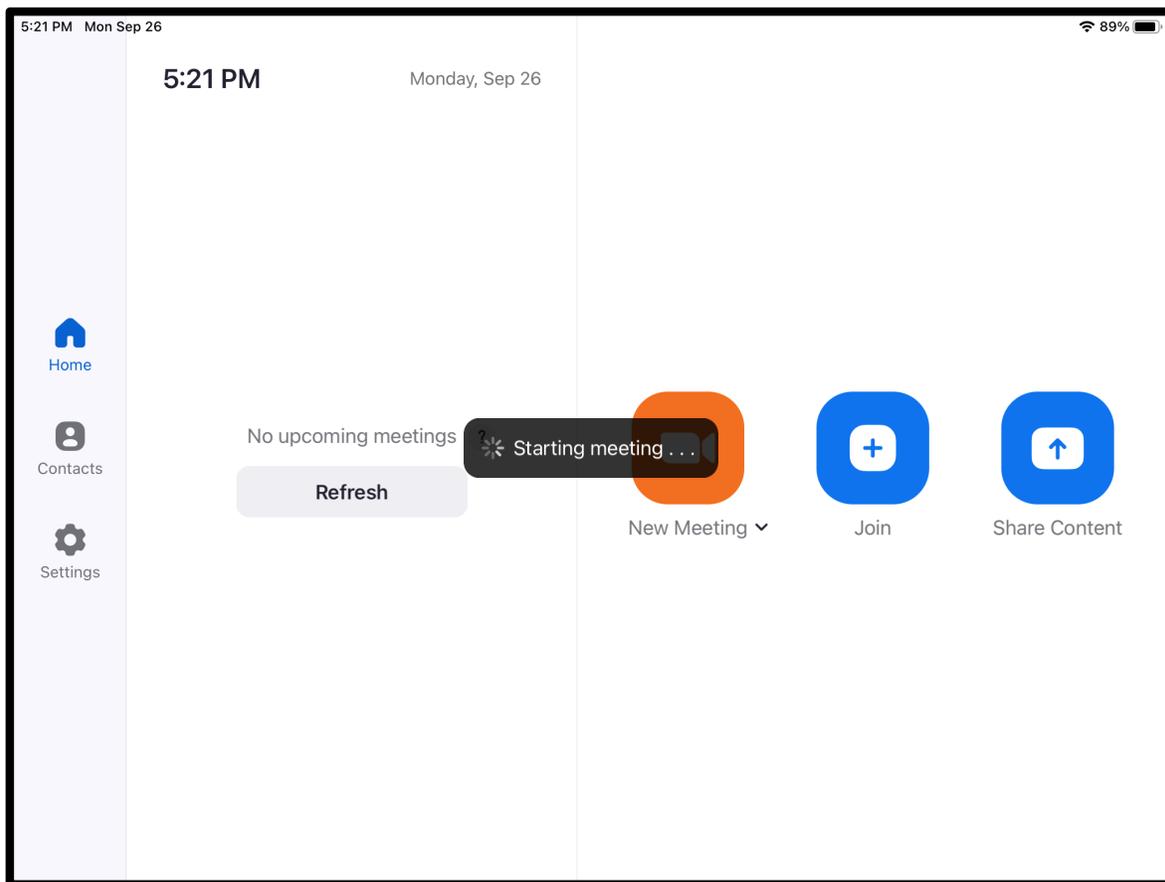
From the Home menu on the Zoom Rooms Controller app, tap the New Meeting icon if you are using the MEB106 designated meeting ID of 7670346224. Or if you are using a different meeting ID, see next page.



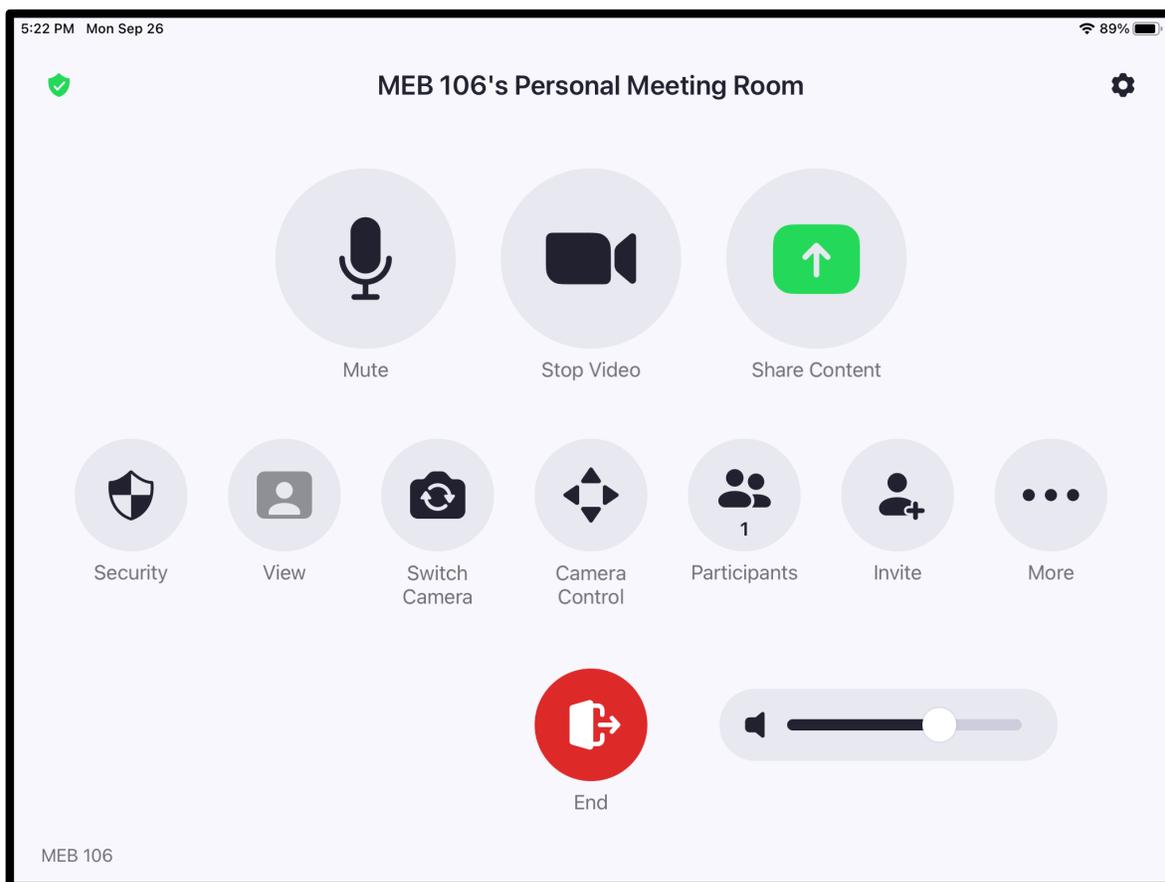
If you are using a meeting ID that was created prior to the meeting start time, then tap the Join icon.



In the Meeting ID field, type the meeting ID and then tap the Join button.

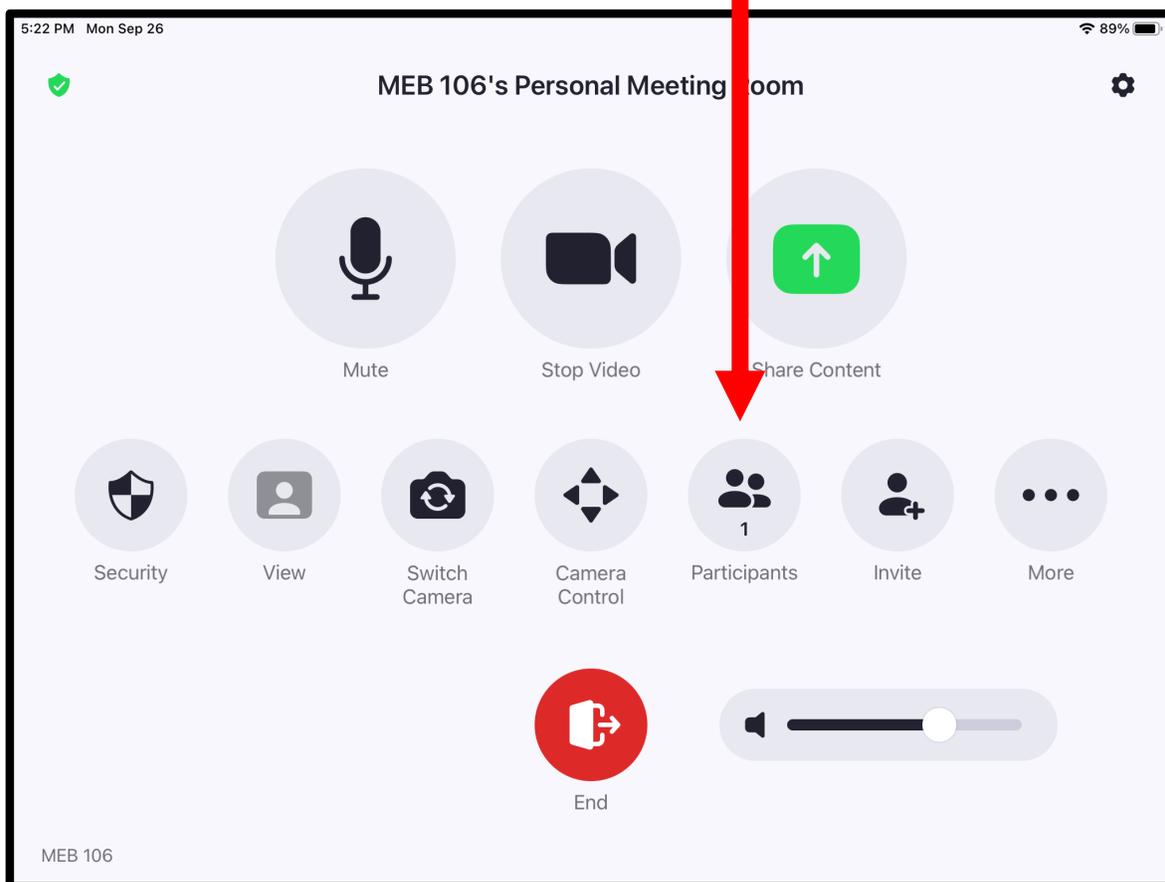


A small pop-up will appear indicating that the meeting is being started by Zoom.

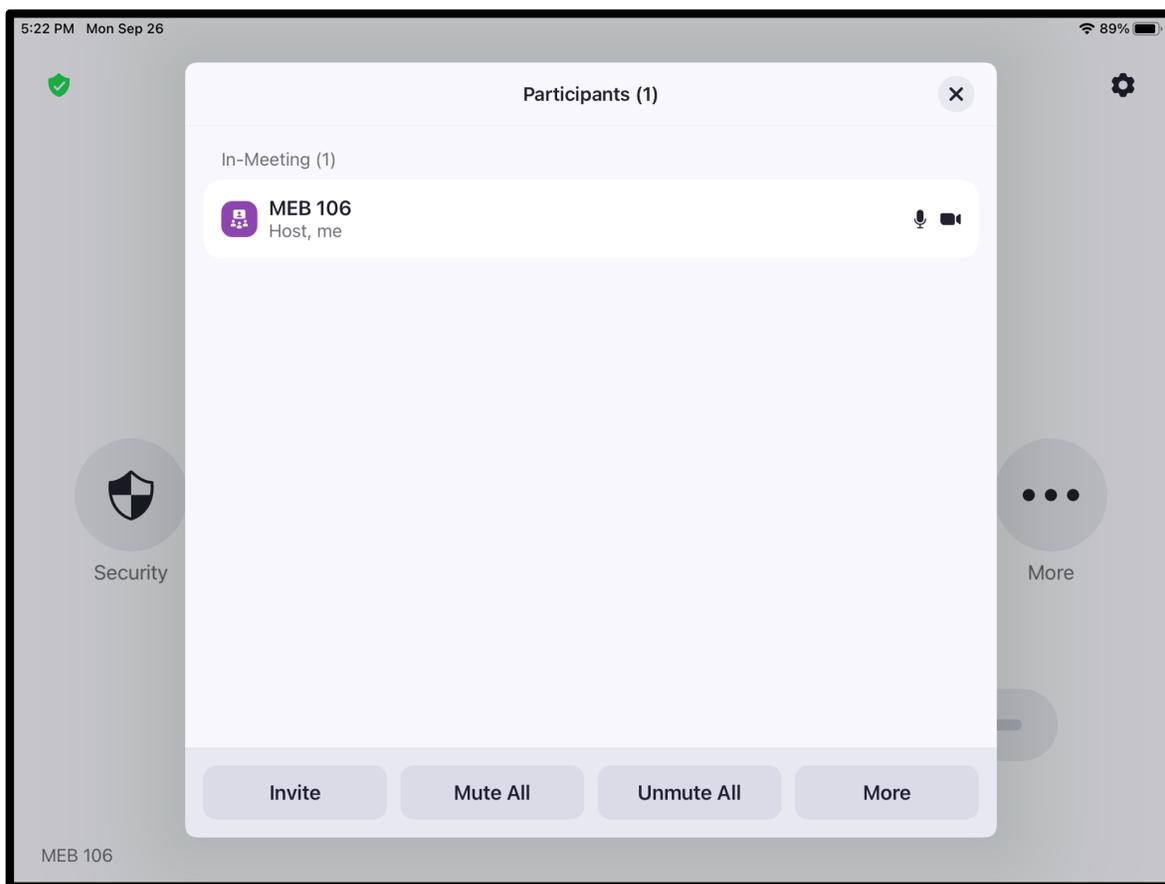


Once meeting controls appear, the Zoom meeting has now started!

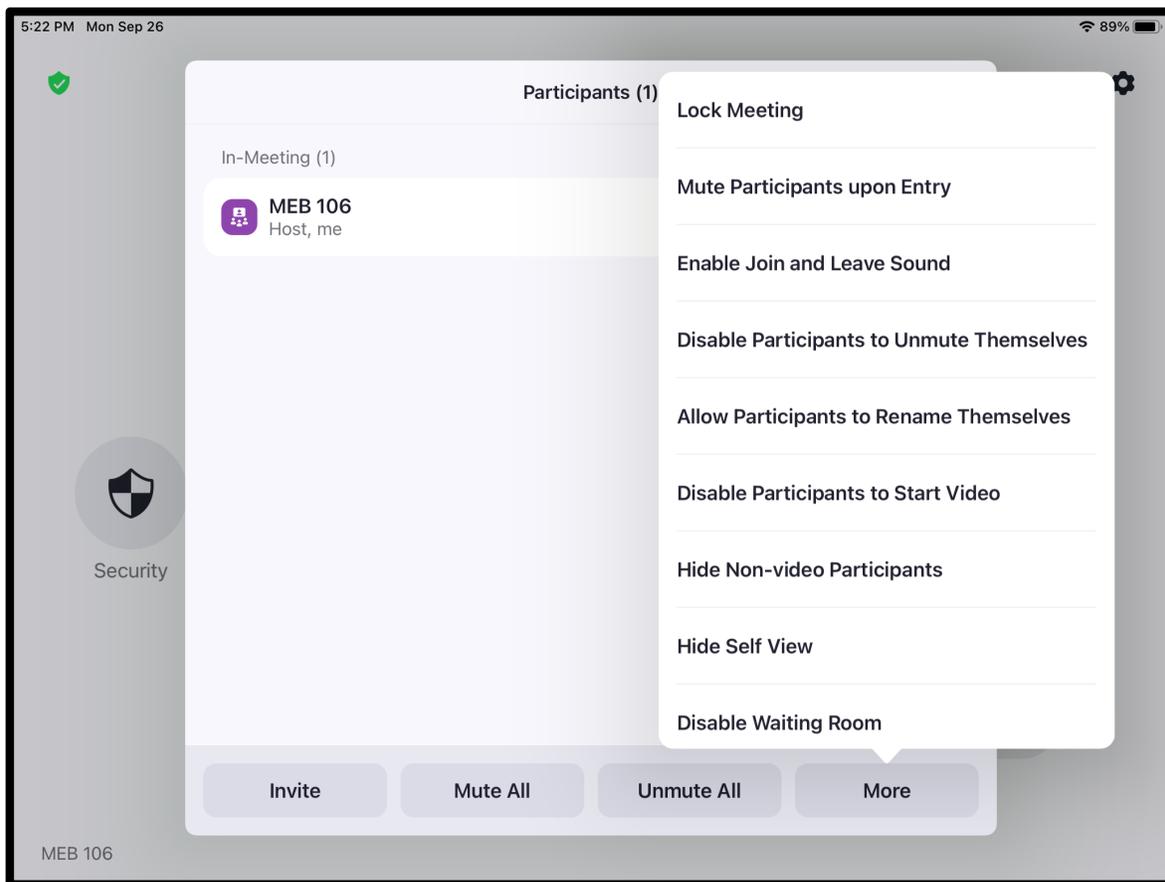
Note: the above screenshot is an example of starting a meeting with the MEB106 Meeting Room.



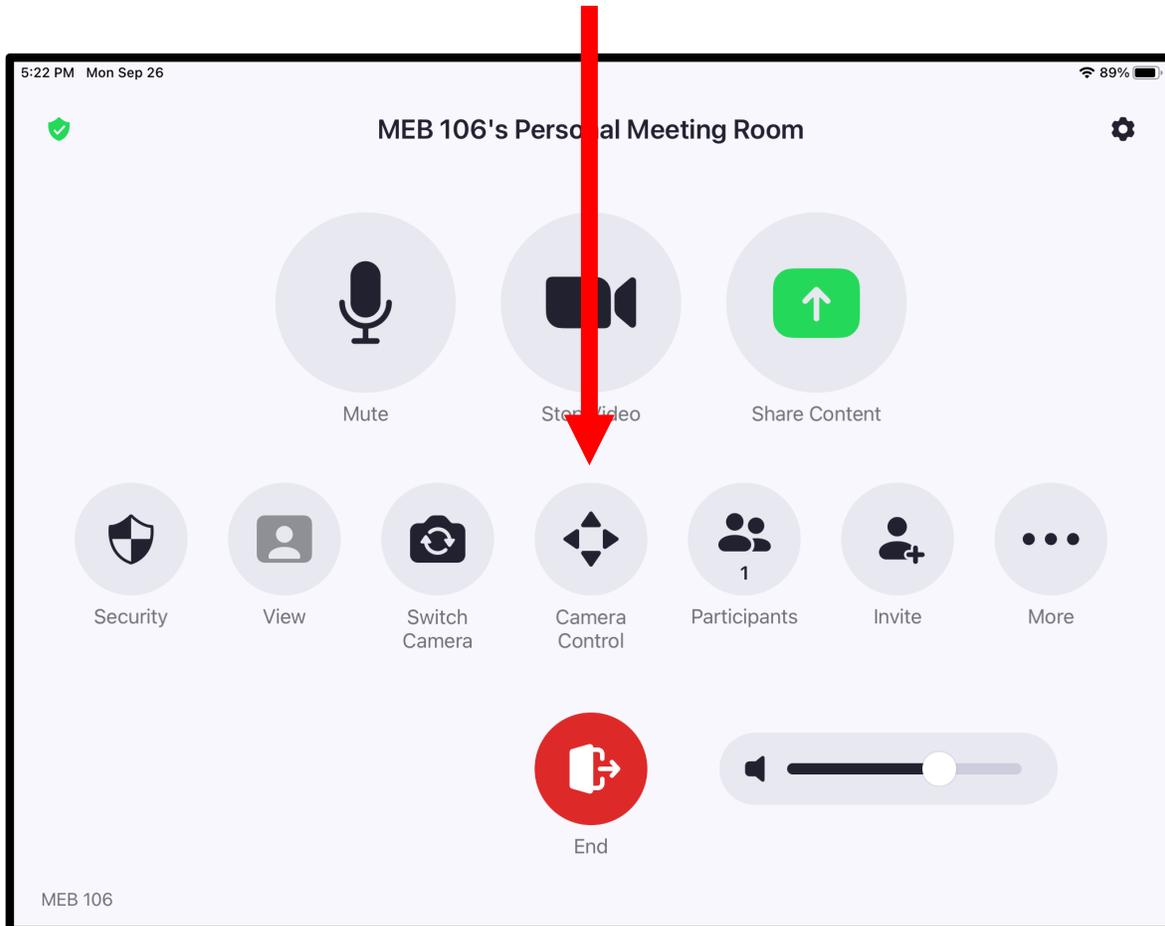
You may view the list of participants by tapping on the Participants icon. This brings up a pop-up of participants either in the meeting or waiting room (if you've set up one up). See next page.



In the Participants pop-up window seen above, you may view Participants, Host, Co-hosts, and those in Waiting Room for you to accept or decline if you've set up a waiting room prior to the meeting.

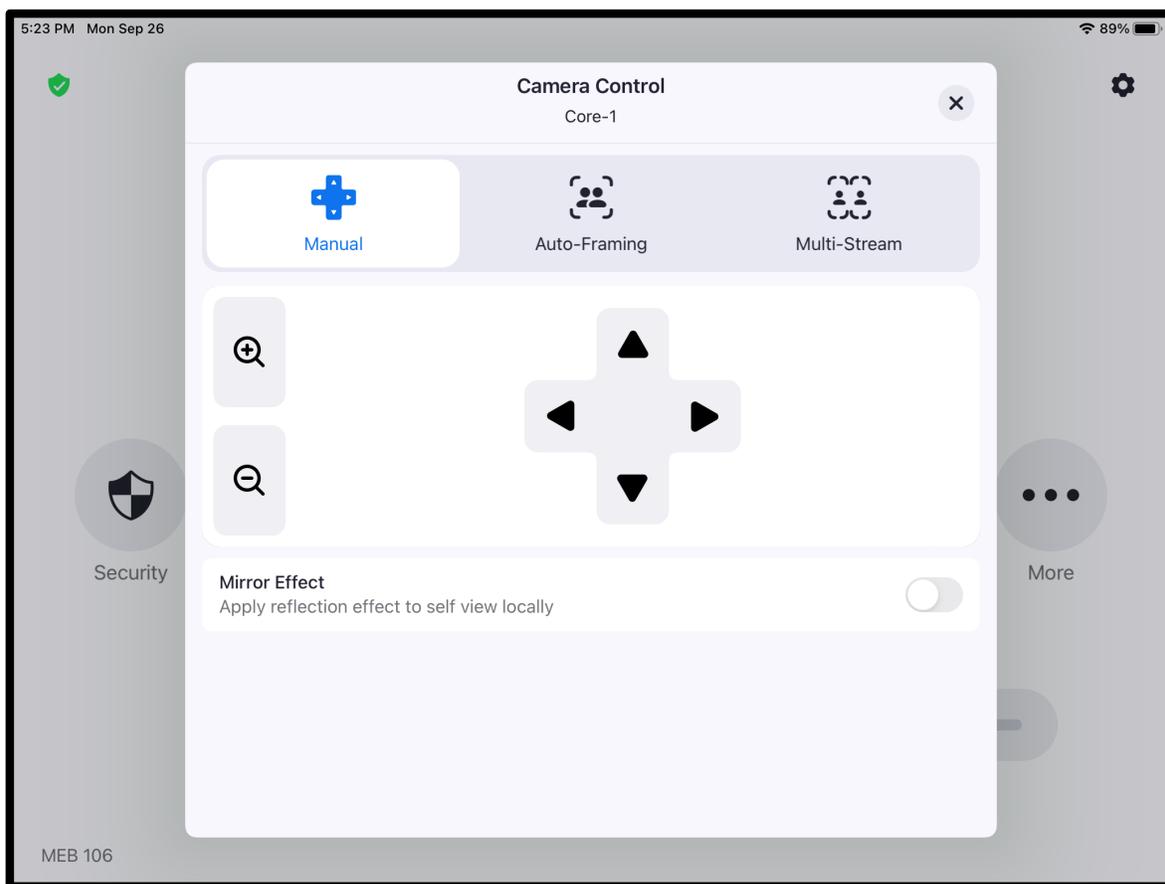


This Participants pop-up also allows you mute or unmute all meeting participants. Tap on the More icon to give you more settings such as disabling waiting room, locking the meeting (which prevents others from joining the meeting), and showing non-video participants in the Gallery view.

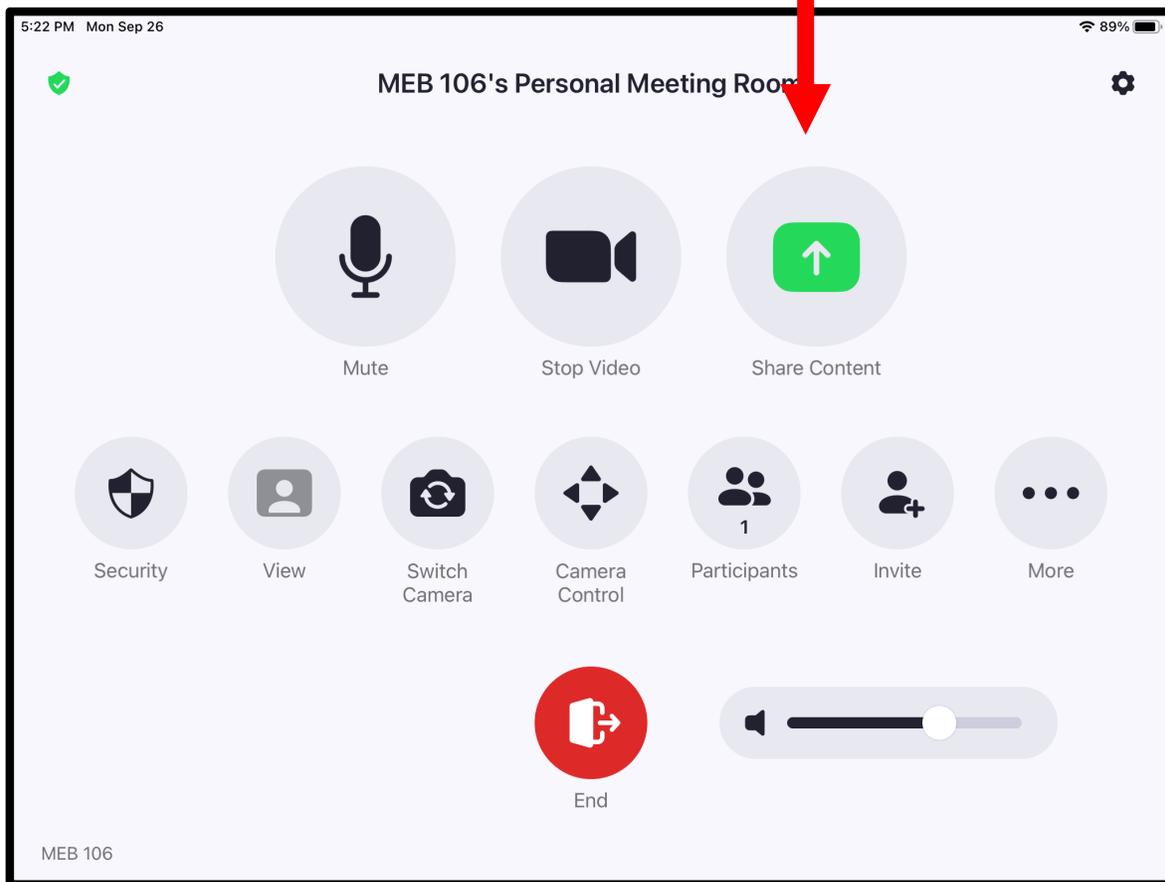


Tap the Camera Control icon to control the camera and other framing features. See next page.

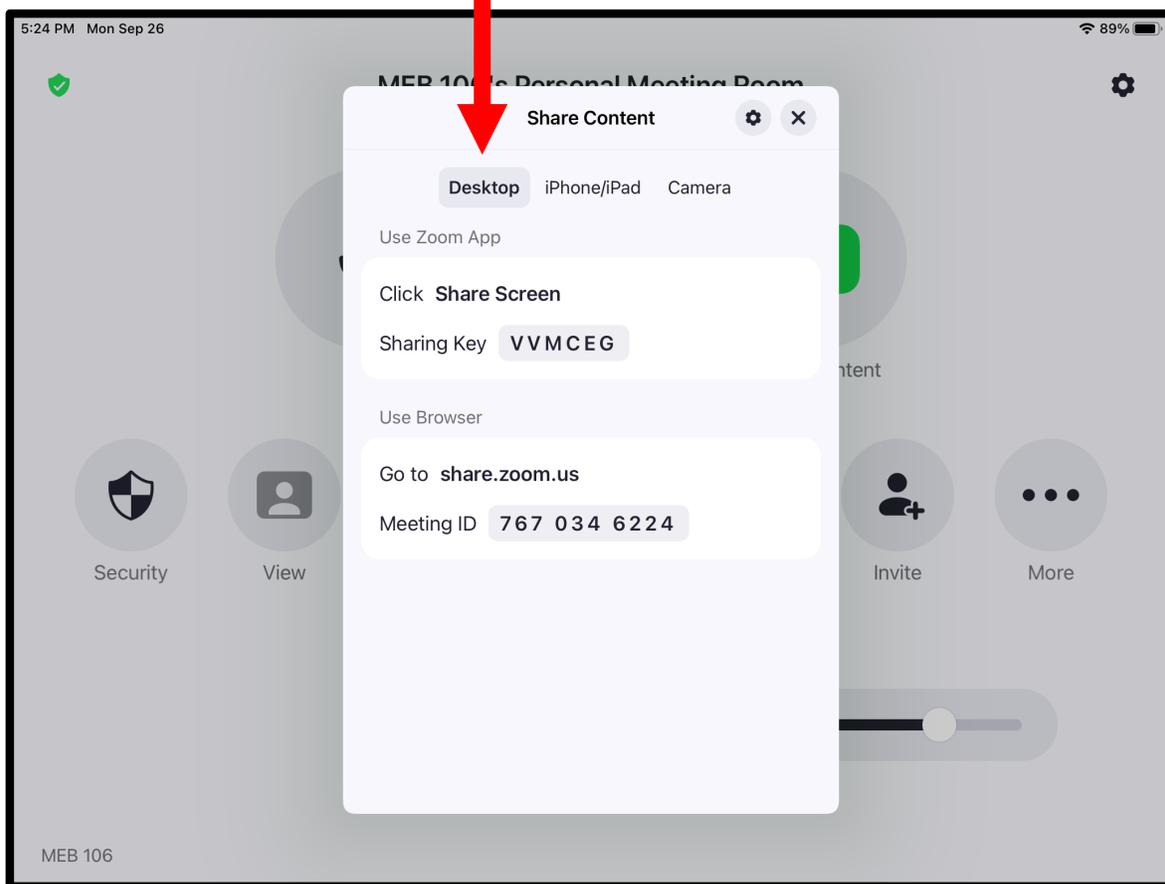
Do NOT select the Switch Camera icon. The current QSC camera is the only active camera in MEB106.



From the Camera Control pop-up, you can Zoom In and Out and move the camera's view similar to the touch panel's functionality. You may elect to use Auto-Framing, in which the Zoom software will attempt to automatically frame participants in view during the meeting.

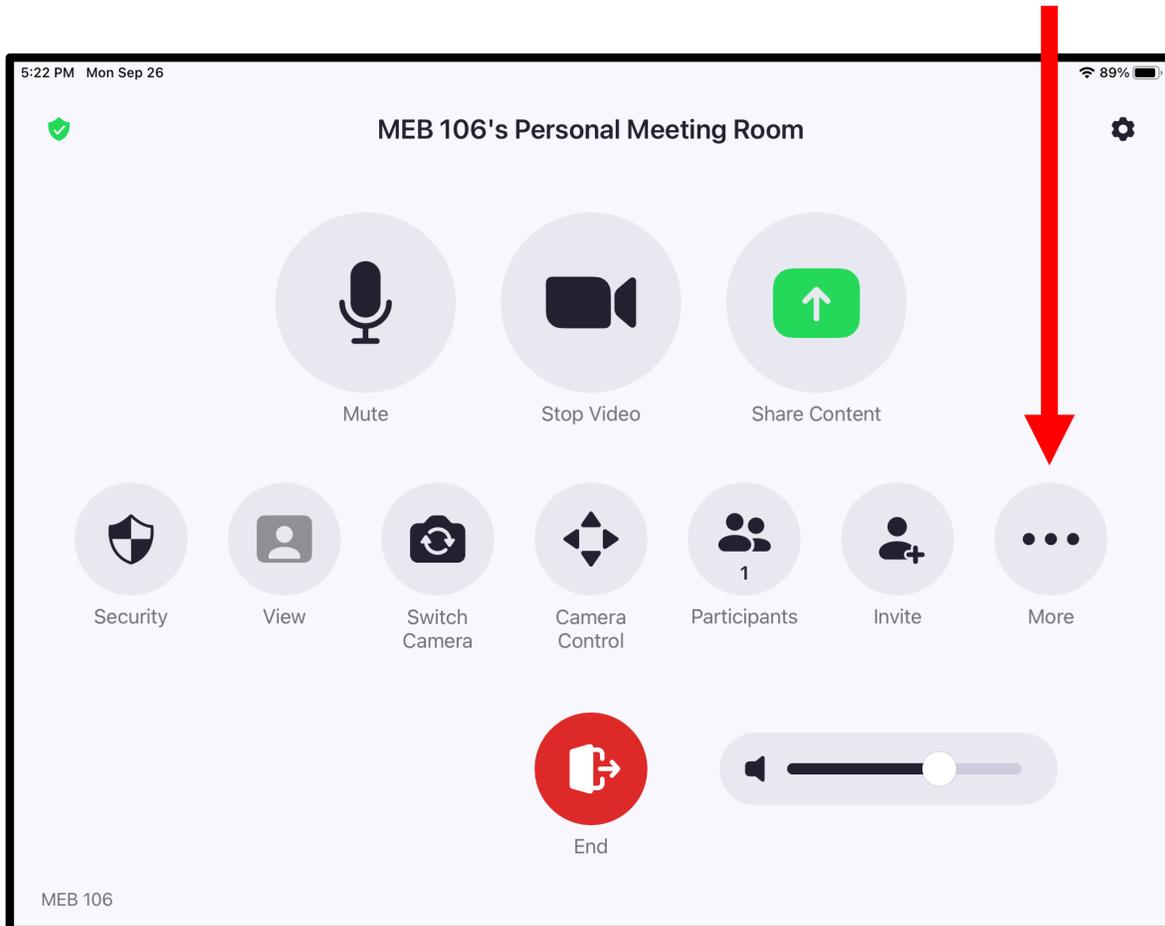


Tap the Share Content icon to wirelessly share a screen for the meeting. This can include a PowerPoint slide, video with sound, and a web browser view. See next page.

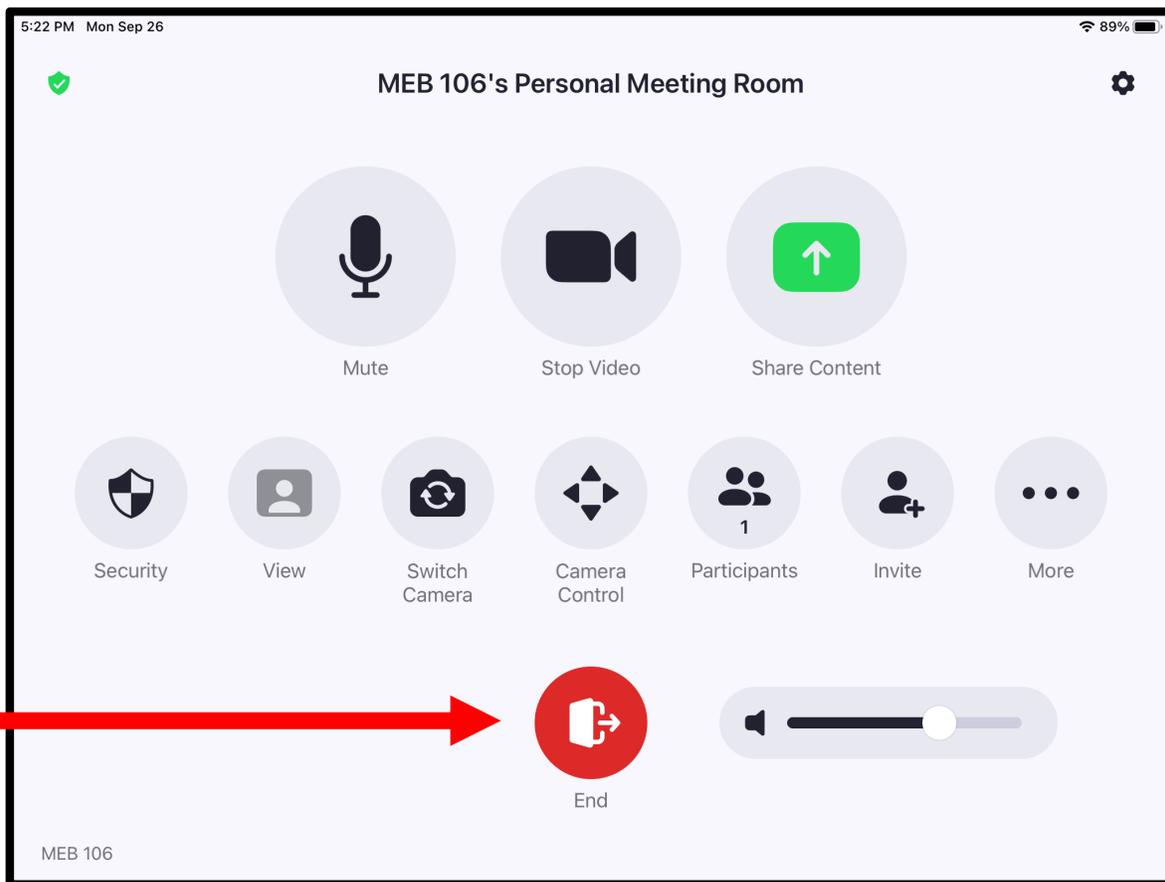


Select the Desktop tab and follow the onscreen instructions to begin screen sharing. Presenters and participants in the room may elect to use the browser or Zoom app directly.

Make sure to turn on and allow for non-hosts participants to share if they require so.



Back at the main menu, the More icon will show more features such as Record, Meeting Chat, and creating Breakout Rooms.



To end/leave a meeting, tap the red End icon. Please be aware that this does **NOT** turn off the projector as well; you will need to tap the Projector Power button to green on the separate QSC touch panel.

DO NOT plug any cables or devices directly into any of the projectors or QSC camera located at the ceiling.

DO NOT turn off the PCs located in the cabinet near the TA desk station.

DO NOT leave the projectors on after the room is being used. Projectors should be turned off when displays are not needed; turn off the projector at the QSC touch panel by pressing the Projector Power Button to off so that the button icon appears as red instead of green.

DO NOT shut off the iPad used for Zoom Rooms controls. However, you may turn off the iPad's screen display by pressing the Sleep/Wake button at the top of the iPad.

DO NOT attempt to unplug or shut off the QSC touch panel; the panel automatically goes into sleep mode after a period of inactivity.

DO NOT leave the cabinet or drawers near the TA desk station unlocked when the room is unoccupied.

DO NOT leave the MEB106 entrance doors open.