

# Standard Room Use

## Local Mode

Turn Room On

Select Local Mode

### SELECT INPUT

#### Room PC

- Sign in to the Room PC with your credentials  
(Remember to log out as well at end of session)
- Note: the camera and microphone are in the Planar Monitor only
- Instructor PC is available for sharing content and opening a local zoom session
- For a local Zoom session, open the Zoom icon on the PC desktop.

Select Record to the Cloud in Zoom Settings to save the lecture

#### HDMI, or VGA

- For Laptop Use, Connect the correct cord

#### Cast

- For Wireless Mirroring (Follow on screen instructions)

#### Blu-Ray

- Use the buttons on the control panel to operate device

#### Doc Camera

- Whiteboarding and sharing content.



## Zoom Room Mode

Turn Room On

Select Zoom Room Mode

Start your Zoom Session on your laptop & mute your mic.

If automatic recording is on, stop it now.



### Zoom Room Controller:

Open a scheduled session under "Meetings"

Find your pre-arranged Zoom session under the list of meetings

OR

Manually join the room into your Zoom session with "Join"

Type in your Zoom Meeting ID number

### To share the document camera:

Choose the green **share content or camera** on room controller

Go to camera tab and select Aver USB Camera

If recording the zoom session, start recording on your zoom

To share content to the Zoom Room:

Select the share screen on your laptop zoom and select the content you want to share.

\*Note: Please check **Share Sound & Optimize for Video Clip (For Video Mode)**

Note: the camera and microphone are the room camera that follows the lecturer and the ceiling microphones installed in the room.

Select 'Hang Up' to end the Zoom Room session.

### For Either Mode:

Select 'POWER' to exit current mode, Then Turn Room Off or switch modes.



Tech Support  
# 209-667-3687

# Standard Room Features

Feature	Local Mode	Zoom Room Mode
Instructor station desktop PC	 Y	 N
Instructor laptop	 Y	 Y
Microphone and Camera: built-into monitor	 Y	 N
Microphone: ceiling mounted, hands-free	 N	 Y
Camera: Pan-Tilt-Zoom, adjustable	 N	 Y
Tabletop document camera	 Y	 Y
Zoom (Capable) Software	 Y	 Y