

Using the Zoom Room controls from the Touch Panel

To better facilitate the move to hybrid courses in the classroom we have implemented the use of Zoom Rooms. Zoom Rooms are different from a Zoom meeting in that the hardware in the classroom is linked to Zoom and will already be logged in and start your class meetings automatically.

Below is a picture of our touch panel, it should look familiar if you have used the panels in the classrooms before. There are a few changes that I would like to cover.



First: Below the volume on the right side of the touch panel is a new button called 'Mic to Speakers'. This button is a way to amplify your voice using the wireless lapel microphone to the room speakers. It is muted by default when the system starts up and will be highlighted in blue as shown. This is to help students hear your lecture even through a mask or face shield.

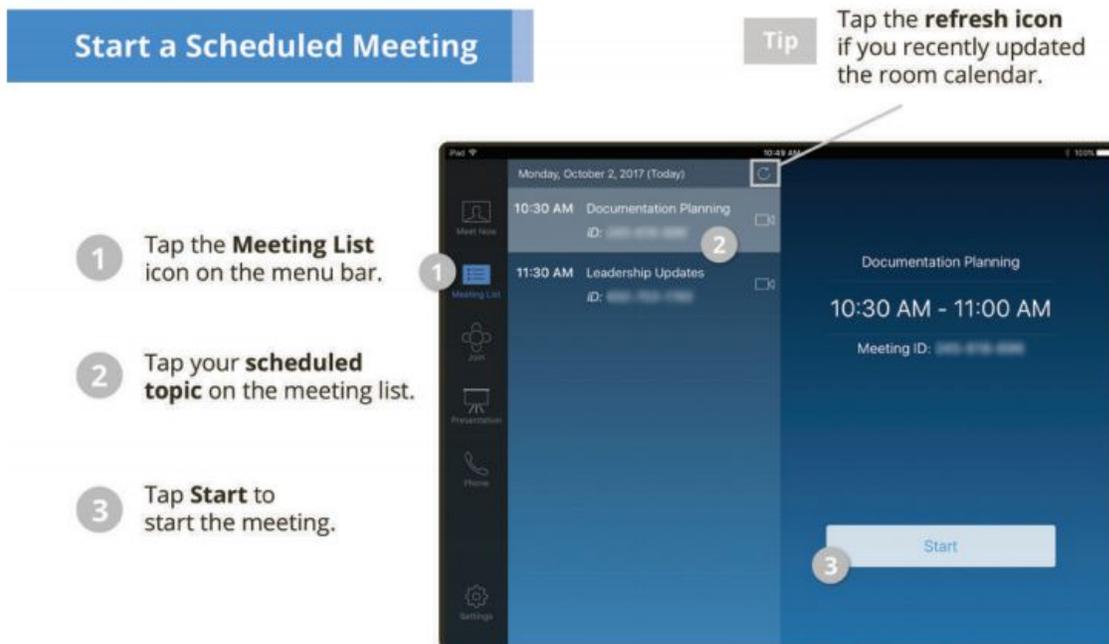
Second: Below the 'Mic to Speakers' button is the 'Zoom Controls' button. Pressing on this button will open the Zoom Room application on the touch panel. When a meeting is in progress the button will be highlighted in blue. More on the Zoom Room application later in this document

Third: There is a new source to display on the projectors: Zoom. This will show the Zoom meeting on the screen for everyone to see. Chat messages will show on the screen, if anyone is sharing their screen that will show here, the videos of participants will also be displayed.

You can view the full guide on using the Zoom Room application here:

<https://assets.zoom.us/docs/user-guides/zoom-rooms-full-user-guide.pdf>

I will post some excerpts here as well. If you would like to switch back to the projector selection press the Home icon on the right hand side of the touch panel, the button is not a part of the touch screen but is instead a button on the panel itself.



In the Zoom Room application when you select the Meeting List on the left hand side you can view the scheduled meetings for the room. We will have it set so that all meetings will automatically start at the start time and end at the end time for the meeting. If you would like to start the session early you can do so from here.

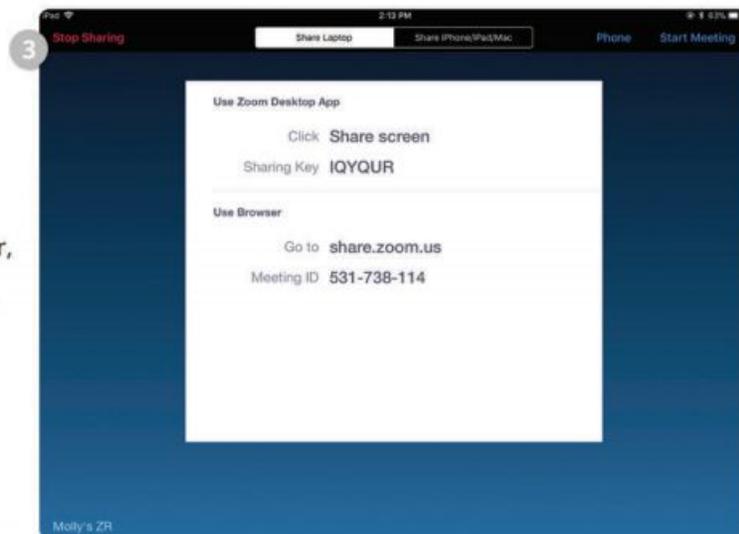
Presentation

- 1 Tap the **Presentation** icon on the menu bar.
- 2 Choose the device you want to share.



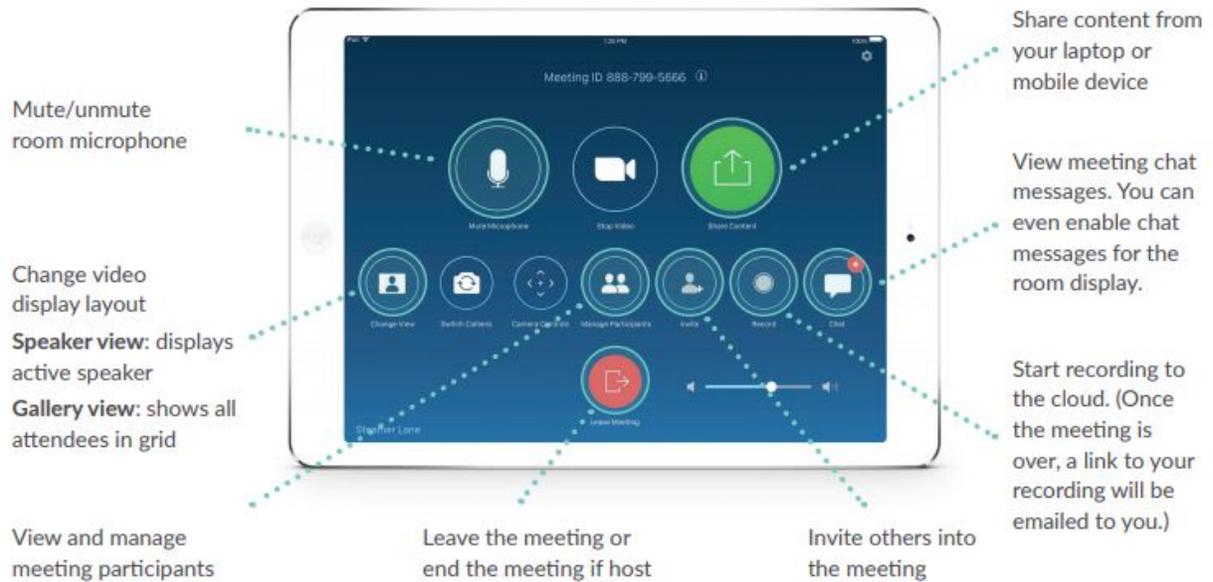
When you select 'Presentation' from the left hand side you will see this page. The share with iOS devices will not work with how the device is networked. You can still share with iOS devices using the other option.

- 1 Follow the instructions on the controller.
- 2 The instructions will remain on the controller, even once the share is displaying on the Zoom Room display.
- 3 Tap **Stop Sharing** when you are done.



If you have the Zoom application installed on your device you can log in and select Share Screen and then type in the Sharing Key that shows up on the panel. You can also go to share.zoom.us and type in the meeting ID that is shown on the touch panel. This will even work if you do not have distance students, so you can display your laptop on the projector screen without the need of adapters.

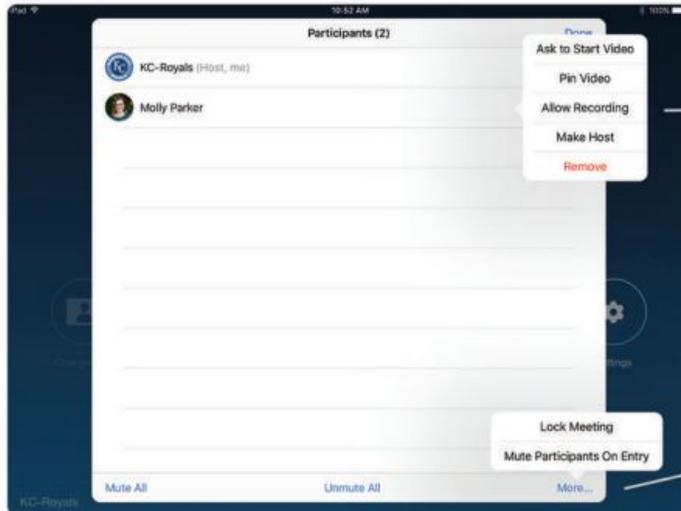
Control Meeting



Once you are in a meeting you will see this screen. The 'Camera Control' button will not control our cameras, for camera control you can use the normal method from our application. The meeting should be set to automatically record, but you can also start and stop the recording from here. The 'Chat' button can display the chat on the touch panel. On that screen you can select the settings in the top right corner and then turn on the option to have the chat permanently shown on Zoom source on a projector screen.

Manage Participants as Host

After tapping **Manage Participants** in the meeting controls:



Tap the participant's name to ask them to start their video or stop their video, pin or spotlight their video, allow them to record, make them the host, or remove them from the meeting

Mute All participants, **Unmute All** participants, or tap **More** to Lock the Meeting, or choose to **Mute Participants On Entry**

If you tap on the 'Participants' button you will see all of your participants. If a student needs to share their screen you will need to make them a co-host, you can then revoke the co-host status once they have finished sharing.