

Zoom Tips

Reminders

- Check room functionality minutes before every meeting to ensure that everything is correct
- Please **DO NOT** touch, alter, remove:
 - The iPad from its dock
 - The microphone speakers on the table
 - Any cords that are already plugged in
- Please **DO NOT** log off the ACER (laptop) desktop or any applications on the ACER desktop such as Zoom- make sure you log out of only Citrix
 - If ACER is logged off, restart the computer to automatically log-in
- If someone cannot hear you, try getting closer to the Microphone in the center of the table
 - If this doesn't work make sure their connection is strong before contacting the HelpDesk
- You **MUST** 'End' all meetings before leaving the room (**Red button** on iPad)
- HelpDesk number is **x15700**; If you are submitting a ticket please put "ZOOM ROOM B-XXXX" include "URGENT" if emergency

Screen Sharing

- The ACER laptop is only compatible with PowerPoint Viewer- does not support all functions a full PowerPoint application can. Use Citrix or a different laptop that supports PowerPoint
- To Share; press **Green Button** on iPad to display sharing info
- Use Zoom plug-in on laptop or go to Zoom.us and share via the website using the sharing key provided on the iPad

If you are having connectivity issues, log-in issues, etc. Please call the HelpDesk at x15700. If the iPad is connected you can call using the phone feature on the iPad