

# How to Host a Zoom Meeting in M336

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# Connecting to the Conferencing System in M336

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Zoom is a video and audio conferencing service that can be used with computers, telephones, mobile devices, and room systems. Zoom works by connecting users across multiple devices to the same meeting. Below are the instructions for hosting a Zoom Conference Call.

1. Turn on the laptop and login to your LTU computer. Please ensure you are connected to the WiFi.
2. Connect the required cables. What cables you require to connect depends on your laptop.

Below is a chart showing what adapters are needed for LTU Laptops.

	HDMI, Mini HDMI, Micro HDMI (Video/Audio)	3.5 mm Cable	VGA	USB (Cameras, audio, mic, camera feeds, tablet touch controls)
Lenovo Yoga <small>(Mini HDMI adapter needed, see page 2)</small>	✓			✓
HP ZBook		✓	✓	✓
Fujitsu Lifebook	✓			✓
Apple MacBook	✓			✓

Must use 3.5 mm cable and VGA together

The cables are located on the sides of the podium. The VGA, HDMI, and 3.5 mm audio cables are found on the right side of the podium. The USB cable is found on the left side of the podium.

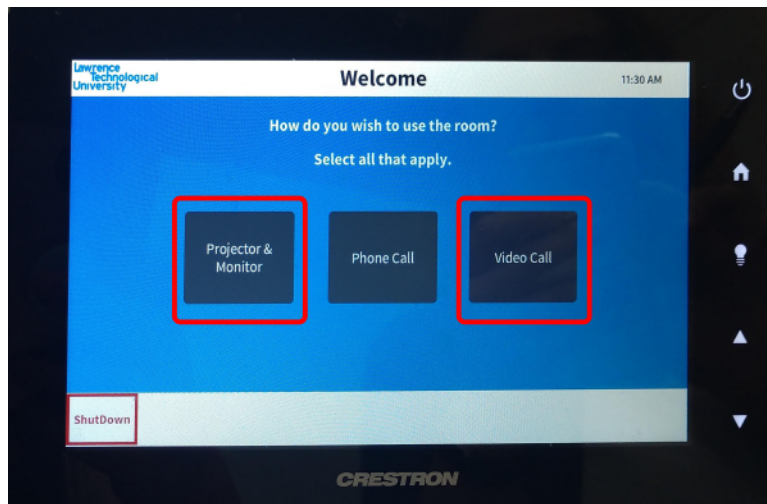
**Note:** If your laptop does not have a standard size HDMI port or a VGA port, you will need find the appropriate adapter located on the adapter ring. The adapter ring can be found on the right side of the podium.



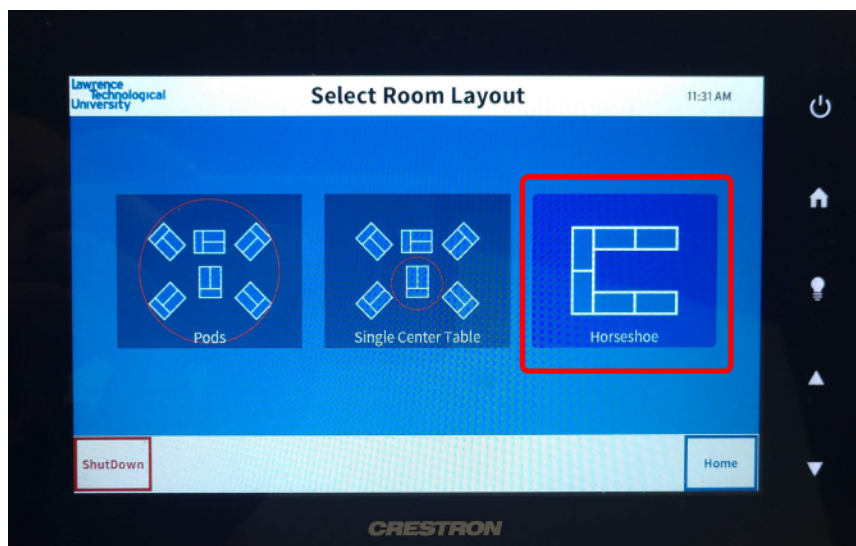
3. Touch the screen on the podium to turn the system on



4. Tap the “Projector & Monitor” and “Video Call” boxes on the touch screen, then hit NEXT



5. On the “Select Room Layout” screen select “Horseshoe”  
The microphones are set up to work best based on where participants are sitting.

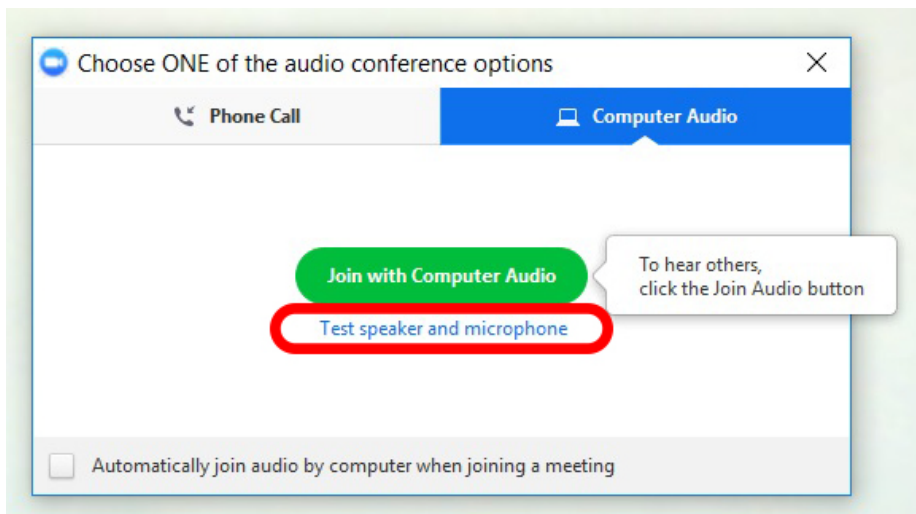


You are now connected to the room, please see the next page for instructions on using Zoom.

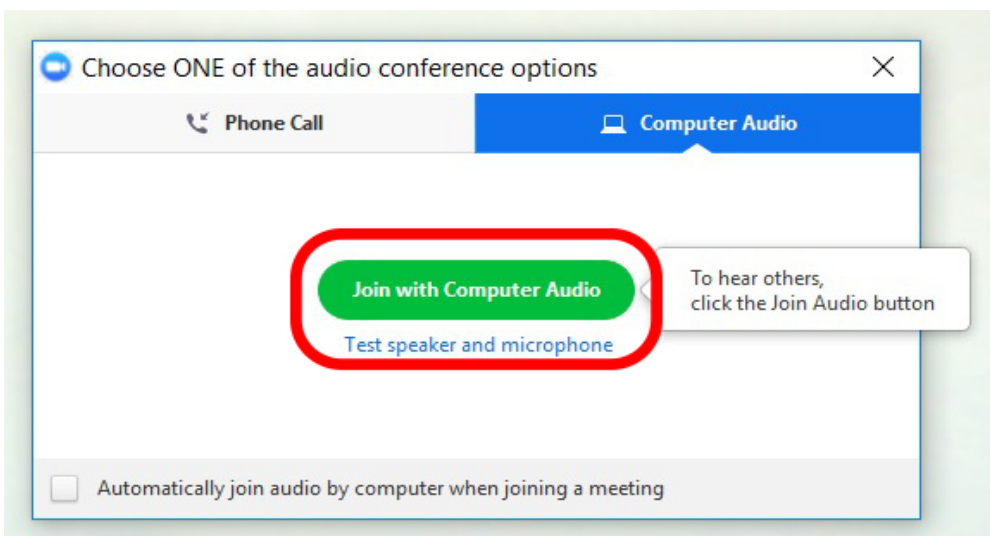
# Using Zoom

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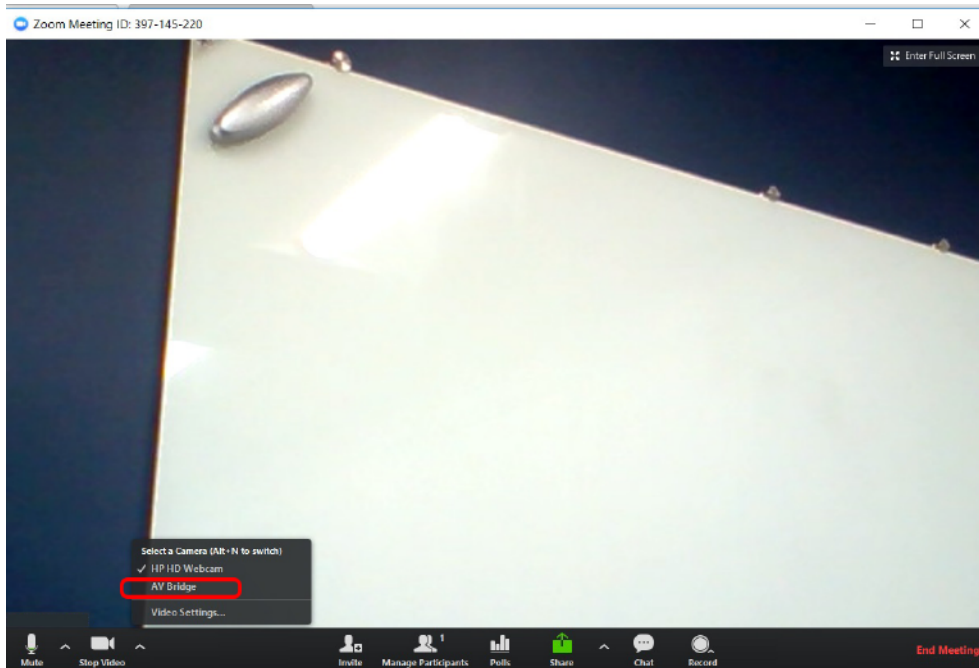
1. Join the Zoom meeting on your laptop.  
For instructions on creating a Zoom meeting, see page 10.
2. Click on “Open Link” tab on your laptop
3. Click the blue text that says” Test speaker and microphone” to test the audio.



Join the audio conference by clicking “Join with Computer Audio”

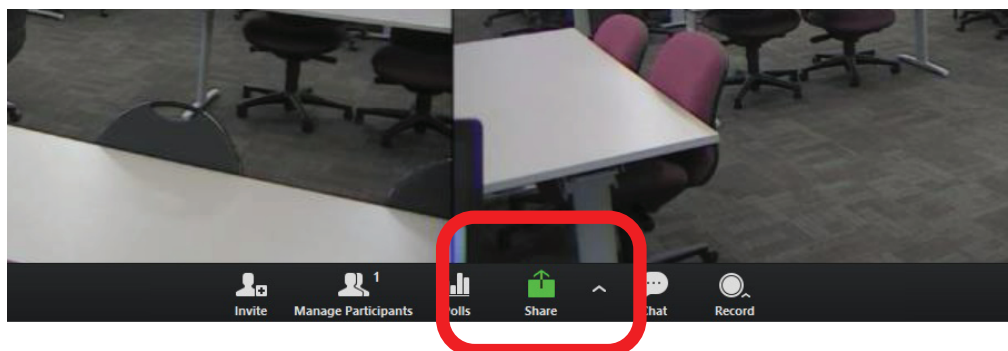


To show the room cameras, move your mouse cursor to the bottom of the Zoom window, this will show the menu bar. Then click the up arrow to the right of the camera on the bottom left of the Zoom screen and change the camera to AV Bridge



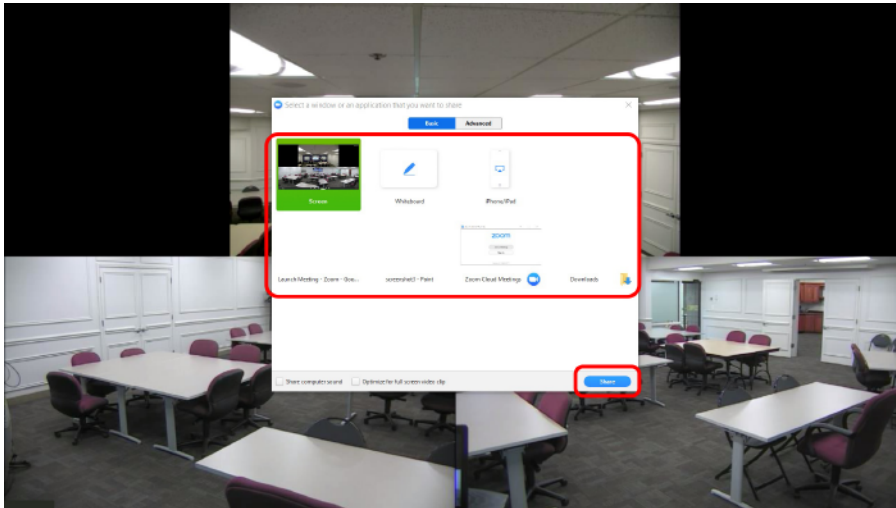
To connect the room audio, click the up arrow to the right of the microphone on the bottom left of the Zoom screen and change the microphone to AV Bridge

4. To share your laptop presentation to others in the meeting click on the “Share” button at the bottom of the Zoom window

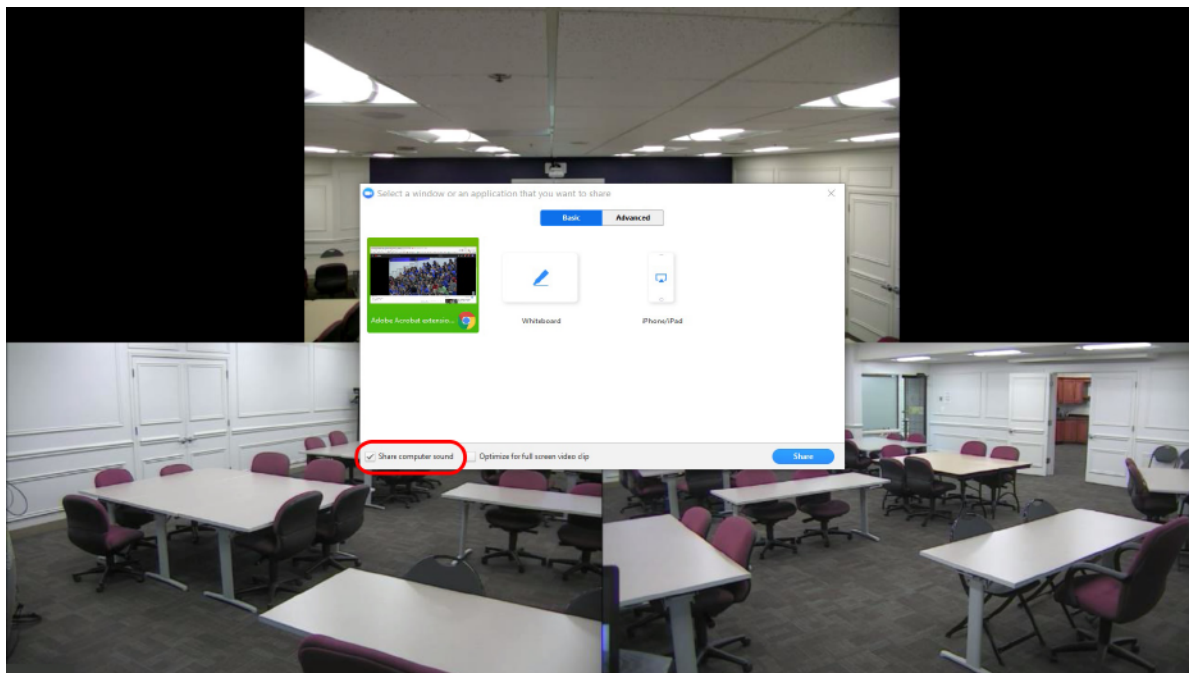




5. Next, select the screen you'd like the share and click the "Share" button

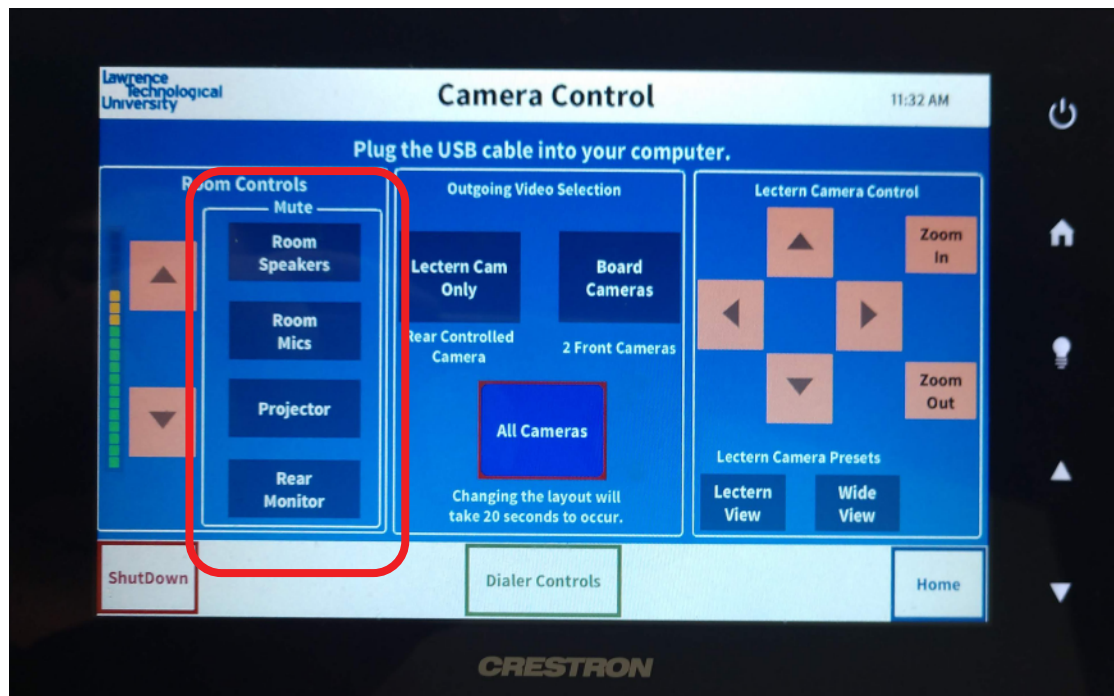


6. To share a video with sound select the window to be shared, next check the "Share computer sound" box on the lower left corner of the Zoom window, then click the share button.

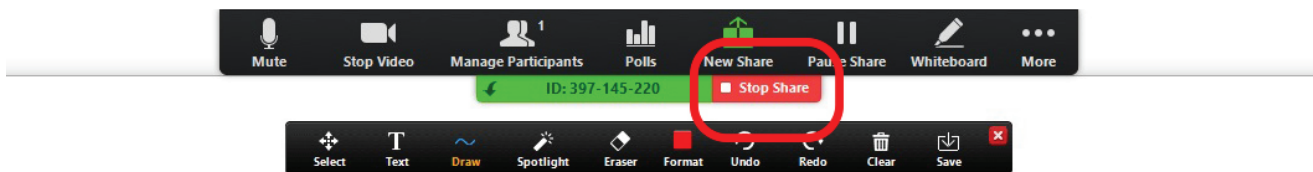




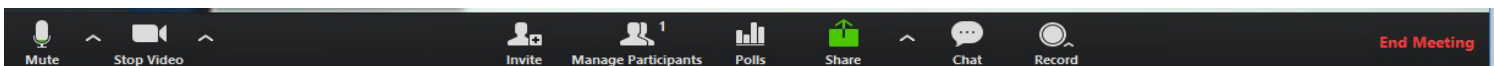
7. To mute the Room Speakers, Room Mics, Projector, or Rear Monitor press the corresponding boxes on the left side of the podium screen.



8. To stop sharing a window in Zoom, put the mouse cursor at the top of the screen. A drop down menu will appear. Then click the “Stop Share” button

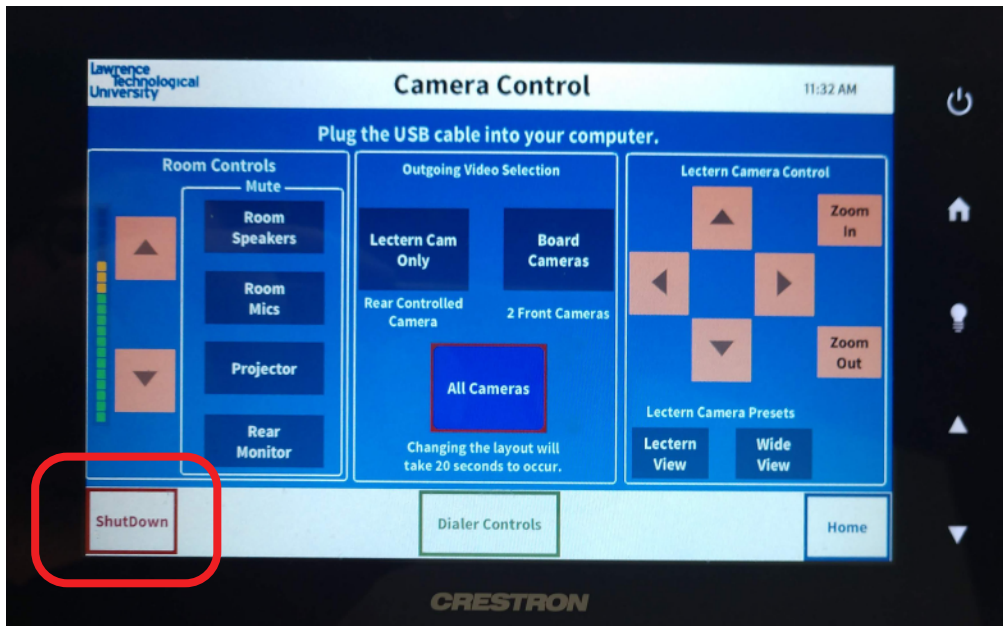


9. To end a meeting click “End Meeting” on the lower right side of the Zoom window.

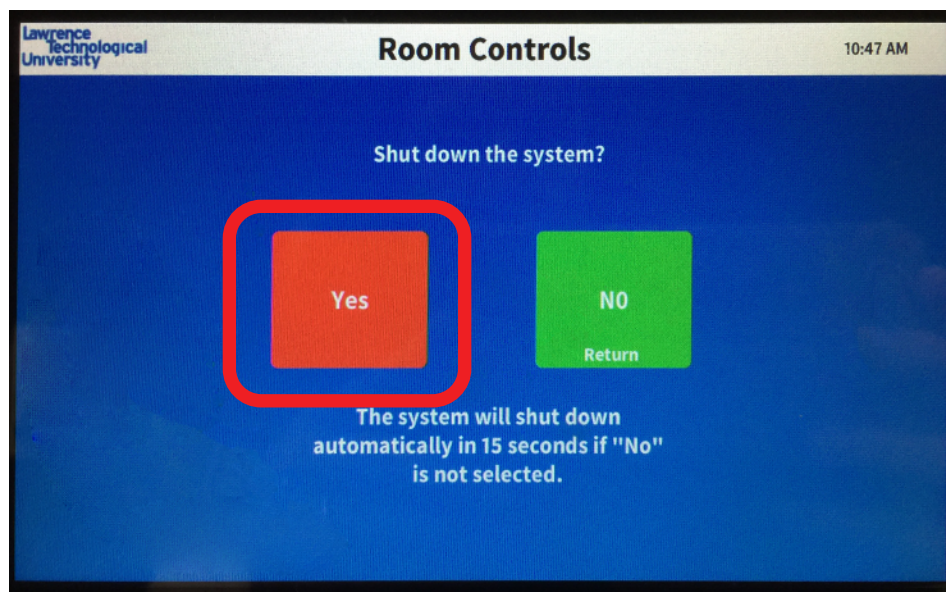


Next, disconnect the cables connected to your laptop.

Then, shut down the system by pressing “Shut Down” on the lower left of the podium screen



Press “Yes” to shutdown the system. If “Yes” is not pressed, the system will shut down automatically in 15 seconds



# How to Remotely Join a Zoom Meeting with a Phone

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Below are the instructions for connecting remotely to a Zoom meeting. Meeting participants that are in the meeting room do not need to follow these steps.

## Using an iPhone-

1. Go to your email and call the Zoom phone number for iPhone users.
2. Enter the phone number, then enter the participant code followed by the # sign. (***Your code may not be the same as the numbers below. Check your meeting information for the correct code for your meeting.***)

### **EXAMPLE:**

Or iPhone one-tap :

US: +16465588656,,667214860# or +16699006833,,667214860#

## Using an Android Cell Phone or Landline-

1. Go to your email and call the Zoom telephone number.
2. Enter the Meeting ID number provided in your email. (***Your code may not be the same as the numbers below. Check your meeting information for the correct code for your meeting.***)

### **EXAMPLE:**

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 669 900 6833

Meeting ID: 667 214 860

# How to Create a Zoom Meeting

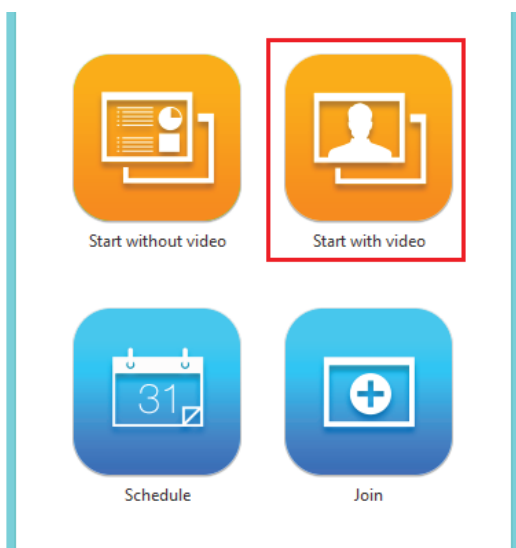
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1. Go to <http://zoom.us> and click on Sign In.
2. You can use your LTU assigned Zoom credentials (assigned by eLearning) or the “e-mail” and “password” that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.

## Host a Meeting:

To host a Zoom meeting either go to [zoom.us/meeting](http://zoom.us/meeting) or if you do NOT have the Zoom app installed, go to [zoom.us](http://zoom.us) and select “Host a Meeting” to start the installation. If you DO have the App installed, see below-

1. Open your Zoom app on your desktop and Click on “Sign In”
2. Then Login using the e-mail and password that you were assigned by eLearning, or with Google (Gmail), Facebook, or Login with SSO.
3. Once you have logged in, you can select “Start with Video” to start an instant meeting.



# Troubleshooting

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If any issues arise while hosting a Zoom meeting, please follow the troubleshooting instructions below.

If the sound is not working-

Check that you have the appropriate cables plugged into your laptop and that they are fully plugged in.

If you have a laptop with a VGA connection you will need to plug the 3.5mm audio cable in as well.

The HP ZBook requires a 3.5mm audio cable connection.

If the sound is not working on a Lenovo Yoga, MacBook, or Fujitsu Lifebook please ensure that the HDMI connection is fully plugged in.

If there is no video showing-

Check that the HDMI cable or VGA cable is fully plugged in.

If you are using a HDMI adapter, ensure that is plugged in fully as well.

# Meeting Etiquette

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- **For Participants connecting remotely-**

Mute your mic when you aren't speaking. This will reduce audio feedback in the meeting.

If you are connecting remotely to a conference, use a headset or earbuds, this will reduce background noise.

Be aware of your actions and surroundings-

If you are remotely connecting to a conference call others may be able to see you and your surroundings through your device's camera.

Note: Wearing solid, neutral colors is best. "Busy" or "loud" patterns may cause unwanted auto focusing or dimming.

Speak one at a time-

It is difficult for participants to listen to multiple speakers at once, so wait until the speaker is finished before you begin speaking.

If you have to step out of the meeting, inform other meeting participants.

## **For Participants in room M336-**

Don't shuffle papers or carry on other conversations.

Be aware of your actions and your surroundings-

If you are physically present at a conference call you will be visible on the room cameras.

Note: Wearing solid, neutral colors is best. "Busy" or "loud" patterns may cause unwanted auto focusing or dimming.

Speak one at a time-

It is difficult for participants to listen to multiple speakers at once, so wait until the speaker is finished before you begin speaking.

If you have to step out of the meeting, inform other meeting participants.