

ZOOM CLASSROOM START UP GUIDE

ATTENTION: Please do not unplug any cords at all, as it may result in the technology not functioning properly.

1. Wake up Podium PC (with mouse, keyboard or touch screen).
If the Podium PC does not wake up, confirm that it is powered on.
2. From the Desktop, double click on the **X-Panel** icon to launch the **X-Panel**.

Double click
X-Panel Icon.



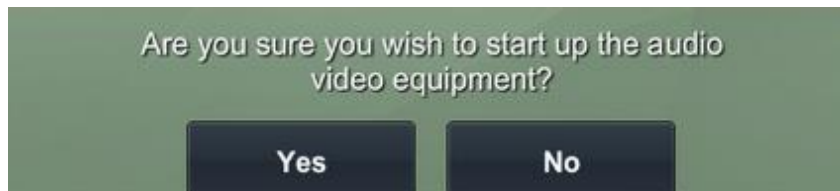
3. Click **System Power** from the X-Panel screen.

Click **System Power**.



4. To start audio video equipment, click **Yes**.

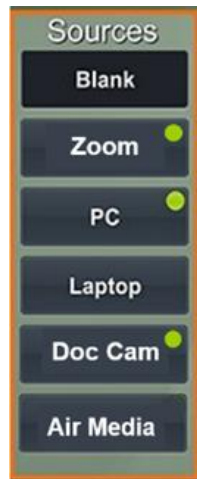
Click **Yes** to confirm
and system will
power on.



5. Select the Source you are using (**Zoom, PC, Laptop, Doc Cam or Air Media**)

To use ZOOM Conference system, click **Zoom** from source options.

Select the source you wish to use for your class meeting.



6. From the **iPad**, click **Join**, enter **Meeting ID**, then click **Join (Checkmark)**.

Click the **Checkmark** to start meeting After entering Meeting ID.



If you wish to share Content with the class, use the **iPad** to **Share Content** or Camera, control camera position, etc.

Tap the green **Share Content** Button to share with class.



7. If you are using your laptop, connect your device to the podium using a HDMI or VGA cable and select your source from the source options (**Zoom, PC, Laptop, Doc Cam or Air Media**).

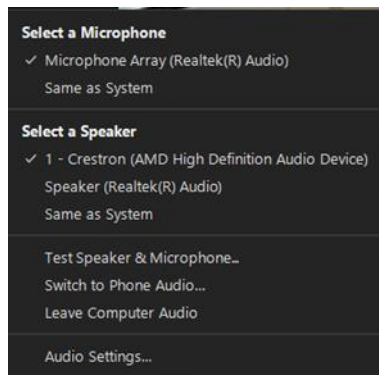
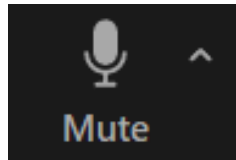
Connect your device to the proper slot on the podium.



Note: Please use the Creston Audio Connection to avoid noise interruption.

8. To switch to Creston Audio Device, click the up arrow on **Mute** tool from the Zoom controller bar, then select **1-Creston (AMD High Definition Audio Device)**.

Choose **1-Creston (AMD High Definition Audio Device)**

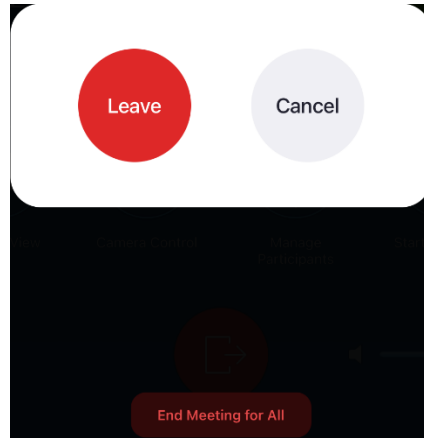


9. Use toggle to control Mic and Room volume. (Make sure PC volume is at a proper level.)

System volume is controlled with audio toggle.

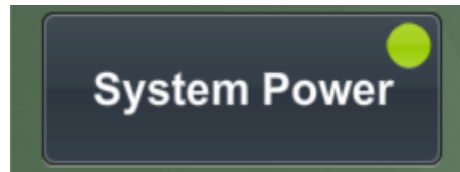
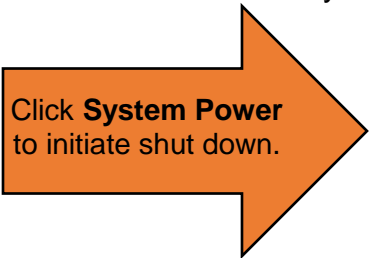


10. To conclude meeting, Tap “**End Meeting for all**” On the iPad.

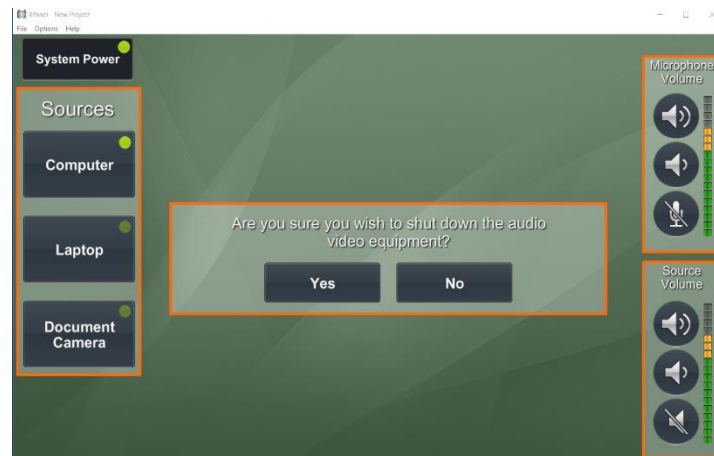


Before leaving, **PLEASE shut down** the system.

11. To Shut Down system, click **System Power**.



12. Next, click **Yes** to confirm that you wish to shut down the audio video equipment.



For assistance, please contact:

Office of Instructional Technology at 850-599-3460

