# Zoom Teaching Support Guide

Baker Hall A51 A53

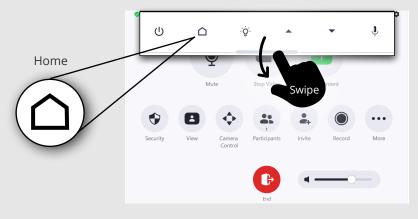
### **Connect to Zoom**

Use the panel to connect to Zoom and not your laptop. This gives you better control over the cameras and other room technology.

- 1. Tap **Conferencing** on the touch panel and then **Zoom App**.
- 2. Tap Join and then enter the Meeting ID and Passcode from the meeting invite.
- 3. Use the Zoom Controls on the touch panel's Zoom App screen to control volume, record, chat, invite, etc.
- 4. Tap End Meeting for All to end the Meeting.

### **Switch Between Controls**

Once connected to your Zoom meeting, swipe down from the top of the touch panel and tap **Home** to move from the Zoom App to **other room controls** (e.g., camera and display).



To return to the Zoom meeting controls, tap Zoom App.

**Note**: If you returned to the main screen, tap **Conferencing > Zoom App**.



### **Share Content**

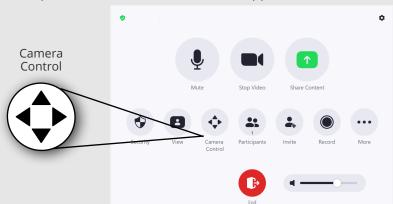
- 1. Swipe down from the top of the Zoom App screen to display the panel menu.
- 2. Tap Home.
- 3. Tap **Presentation** (bottom) and select the device you want to share (i.e, Document Camera, Wireless Presentation, Desktop or Laptop). Zoom supports only single device sharing.
- 4. Tap **Zoom App**.
- 5. Tap Share Content and then Share to Meeting.
- 6. Tap Sharing Content to stop sharing.

## **Camera Controls**

**Note**: Camera controls are available once you start your video.

### **Zoom App Options**

1. Tap **Camera Control** on the Zoom App screen.



### **Allow Remote Participant to Share**

- 1. Tap **Zoom App.**
- 2. Tap Security and turn on Share Screen.

### **More Camera Options**

- 1. **Swipe down** from top of the Zoom App screen to display the panel menu.
- 2. Tap Home then Video.
- 3. Use the **controls** to pan/tilt the cameras.
- Choose the camera.
  Presenter > Home (camera preset) wide front view of
- 2. Use the options to pan/tilt, zoom in/out or turn off mirroring.



the room

**Presenter > Chalkboard (camera preset)** - zoomed-in view of chalkboards

Audience - wide view of the audience

#### 5. Tap Auto Tracking to turn off/on.



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#### NEED HELP? 412-268-8855 or mediatech@cmu.edu