

1114 NS1 Zoom Guide

Before you begin, please make sure that if you are using a laptop for presentations, that laptop is registered for UCI Net Mobile Access or Eduroam: <https://www.oit.uci.edu/mobile/>.

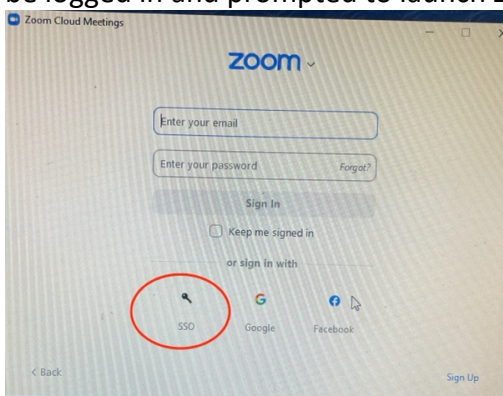
To register on-site, please connect to UCI Net Mobile Access and visit: <https://oit.uci.edu/reg> to complete the express registration.

The best method for running a **hybrid Zoom seminar** in 1114 is to **run the Zoom from the lectern PC** and either present slides from the PC **OR** join the Zoom from the presenter's laptop. Here's how to do that:

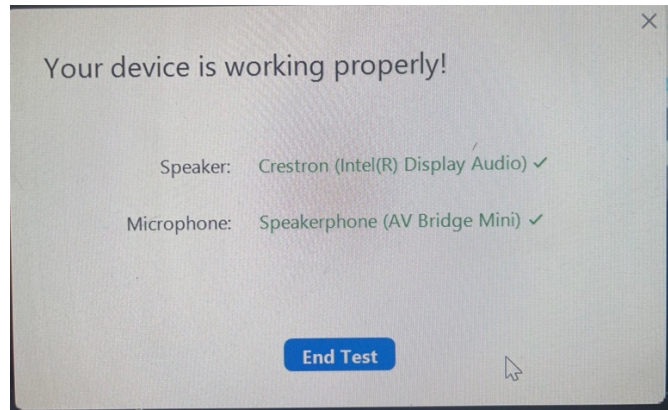
1. Start the system by pressing the **on/off** button on the control panel on the lectern. Select Screen Down to lower the projection screen.



2. Press the **PC button** to select the lectern PC.
3. The keyboard and mouse are in the lectern tray. You may need to wake it. **If the lectern PC asks for a password**, please restart the PC.
4. Once you are on the PC, open **Zoom** and log in to your Zoom account or join a meeting.
5. To log in to Zoom, select **SSO from the login page**, and enter uci as the zoom.us prefix. You will then be taken to a webpage to enter your UCI NetID and password. You will then be logged in and prompted to launch Zoom.



6. Please launch Zoom and start your meeting.
7. Test the **speakers and audio**. Your settings should be:
 - a. Speaker: Crestron (Intel® Display Audio)
 - b. Microphone: Speakerphone AV Bridge Mini



8. If you are presenting from a laptop, please **join the lectern Zoom meeting directly from the laptop** (don't use any cables) by using the Zoom link or meeting ID.
9. Make sure the Zoom host gives co-host or **Screen Sharing** capabilities to the presenter.
10. If you need to **moderate the Zoom meeting**, please do it from the lectern PC or another device that has host or co-host capabilities in the meeting.
11. The **room's camera** can be manipulated (Zoom in or out, tilt or pan) via the black remote on the lectern.
12. There is a lavalier **microphone** on the lectern or in the drawer on the left side. 1114 also has **in-ceiling mics** that will pick up audio from the speaker and audience. These can be muted with the circle button on the lectern. The ceiling mics will have a red light when muted.
13. Please **turn off the system** using the on/off button when finished.

If you need help, please call the help desk at 949-824-3555 or email bcshelp@uci.edu.