

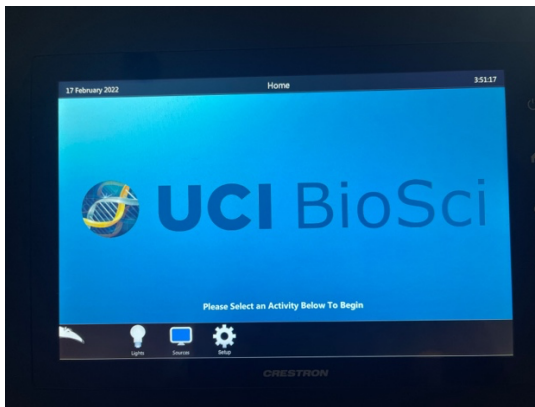
4201 NS2 Zoom Guide

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/>.

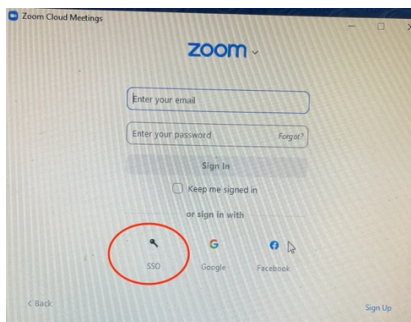
To register on-site, please connect to UCI Net Mobile Access and visit: <https://oit.uci.edu/reg> to complete the express registration.

The best method for running a **hybrid Zoom seminar** in 4201 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:

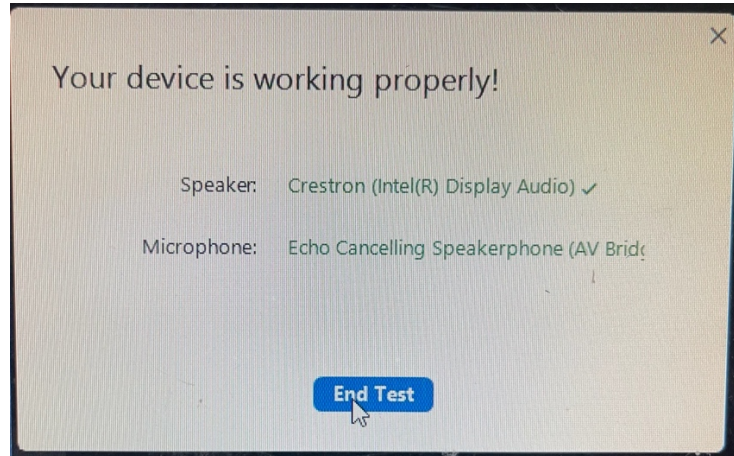
1. Start the system by waking the podium touch panel, selecting **Sources** and **Lectern PC**. The projector and screen will power on.



2. Log in to the lectern PC using your **UCI netID** and password. The keyboard and mouse are in the lectern tray. If the lectern asks for a password, please restart the PC in the podium using the power button.
3. Once you log in, open **Zoom** and log in to your Zoom account or join a meeting.
4. 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.



5. Please launch Zoom and start your meeting.
6. Test the speakers and audio. Your settings should be:
 - a. Speaker: Crestron (Intel® Display Audio)
 - b. Microphone: Echo Cancelling Speakerphone



7. 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.
8. Make sure the Zoom host gives co-host or Screen Sharing capabilities to the presenter.
9. 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.
10. The room's camera can be manipulated (Zoom in or out, tilt or pan) via the black remote on the lectern.
11. The microphone is the round puck on the left side of the lectern. To mute or unmute it, tap the rim of the microphone (red = muted, green = unmuted).

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