ZOOM CLASSROOM SETUP

Sending broadcast

1. Turn on the classroom’s media (computer, screens) by pressing “on” on the wall panel:

![Wall panel image]

2. Turn on the hard drive inside the cabinet. Note: this hard drive is very small, the size of a small book.

3. The four screens in the room should mirror your two desktop screens. If they do not, do the following:
   a. Open the doors underneath the console and find the “Monoprice” device.
   b. Press the “select” button over each output to ensure the following combination: (Dyersburg. For JNC, see “Troubleshooting” on reverse.)

![Screen control image]

4. Log into the computer with the following:

   **Username:** Zoom
   **PW:** Learning2018

5. Open Zoom and log in. There may be an icon on the desktop that looks like this:

![Zoom icon]

6. Choose “Start with video.”

![Zoom video setting]

7. When the “Choose ONE of the audio conference options” window appears, choose “Join Audio Conference by Computer.”

![Audio conference options]

8. To remotely control their camera: Right click on the video of the person whose camera you want to control, and a menu appears. Click “Control Camera” at the bottom of the menu:

![Remote camera control]

9. To control their camera: hover over their screen and controls will appear in the bottom right corner:

![Control camera interface]

TROUBLESHOOTING:

- If the screens are not working, check the lights on the Monoprice device and make sure they reflect the settings for your location (1122 in Dyersburg; 1212 at JNC).
- If sound is not working, make sure the Octopus device is turned on (below the Monoprice; on/off button is on left side).
- If some participant images are missing or difficult to view, click “Gallery View” at the top right of your Zoom window.
ZOOM CLASSROOM SETUP
Receiving broadcast

1. Turn on the classroom’s media (computer, screens) by pressing “on” on the wall panel:  
   ![Wall Panel with Media Controls](image)

2. Turn on the hard drive inside the cabinet.

3. The four screens in the room should mirror your two desktop screens. If they do not, do the following:
   a. Open the doors underneath the console and find the “Monoprice” device.
   b. Press the “select” button over each output to ensure the following combination (JNC. For Dyersburg, see “Troubleshooting.”)

![Figure 1: Output A: blue 1. Output B: blue 2. Output C: blue 1. Output D: blue 2.](image)

4. Log in the computer with the following:
   Username: Zoom
   PW: Learning2018

5. Open Zoom and enter the room number you have been given. This room number will be a ten-digit number that begins with 731. After you have entered the number, click “Join.”

![Zoom Interface with Room Number](image)

6. When the “Choose ONE of the audio conference options” window appears, choose “Join Audio Conference by Computer.”

![Join Audio Conference by Computer](image)

7. When you see “[Instructor’s Name] requested to control your camera,” click “Approve.”

![Approve Request](image)

TROUBLESHOOTING:

• If the screens are not working, check the lights on the Monoprice device and make sure they reflect the settings for your location (1122 in Dyersburg; 1212 at JNC).

• If sound is not working, make sure the Octopus device is turned on (below the Monoprice; on/off button is on left side)

• If some participant images are missing or difficult to view, click “Gallery View” at the top right of your Zoom window.

![Instructional Development Center](image)