Zoom Presentation Guide for Wham 105

To log in, you must have your SIU email or campus network ID ("SIU" plus your Dawgtag) and corresponding password. (*Figure 1*)

Turn on the Crestron display by pressing the power button in the upper right corner of the screen. (*Figure 2*)

Select "Widescreen" for the Presentation Mode. (*Figure 3*)

Select the input source, Desktop PC, by dragging the icon into the widescreen frame. (*Figure 4*) The computer screen will appear on the projector. To momentarily suspend the projector display, click the "Image Mute" button. The overall sound level from the auditorium speakers is controlled by the "Main Volume" buttons.

Log in to Zoom using a web browser or the Workplace app and then select the scheduled meeting from the list.
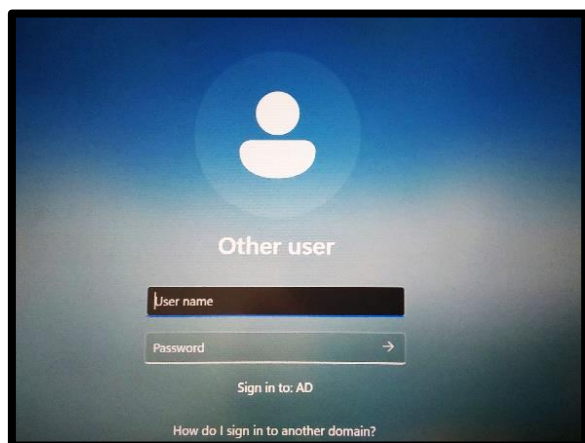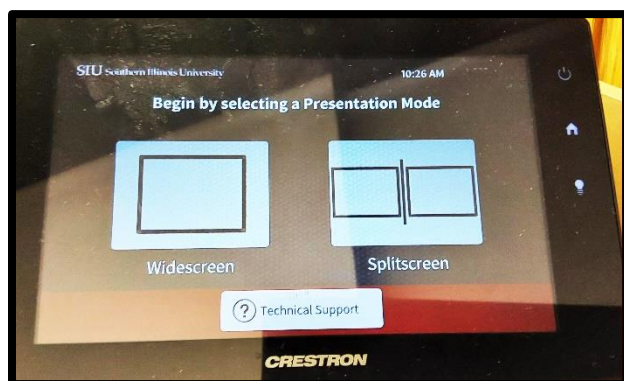

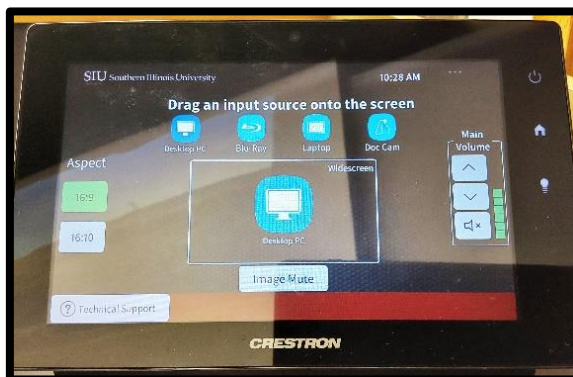*Figure 1*

Figure 2

Figure 3

Figure 4

In the Zoom meeting, select the following devices that are checked in the figures: (*Figure 5* and *Figure 6)*

Microphone: ✓ **Echo Cancelling Speakerphone (Meeting Owl)**

Speakers: ✓ **Same as system (Crestron (Intel(R) Display Audio))**

Camera: ✓ **Meeting Owl Camera**

To test the microphone used for the Zoom meeting and verify it is working, look for movement in the audio level meter. (*Figure 7*) The presenter will use a lapel microphone for the auditorium speakers.
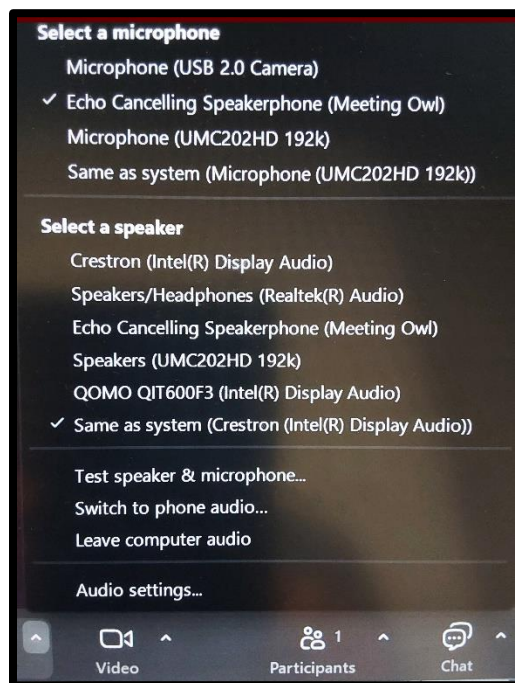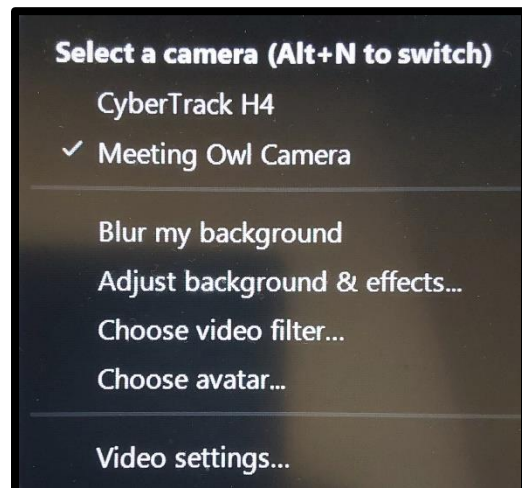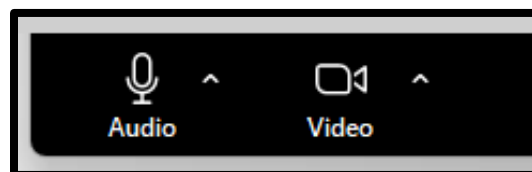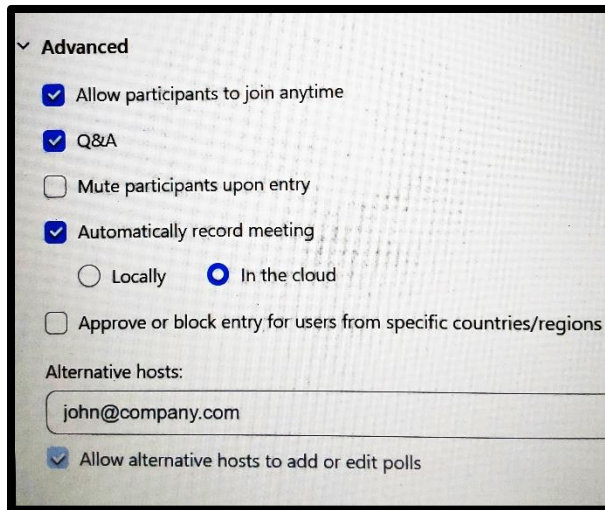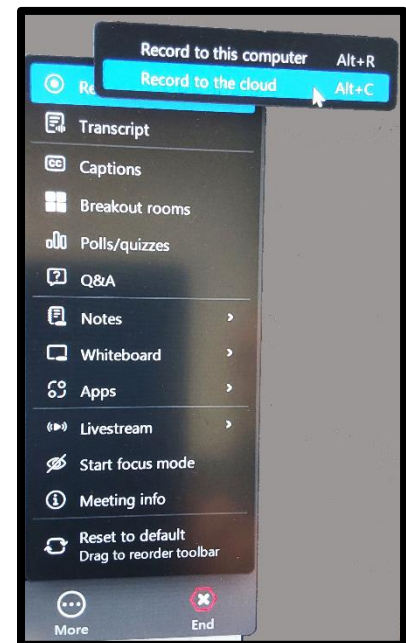

Figure 5

Figure 6

Figure 7

To record the meeting, select this option under the Advanced settings (*Figure 8*) or from the menu once the meeting has started. (*Figure 9*)
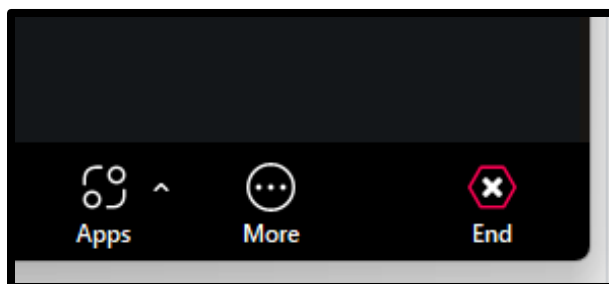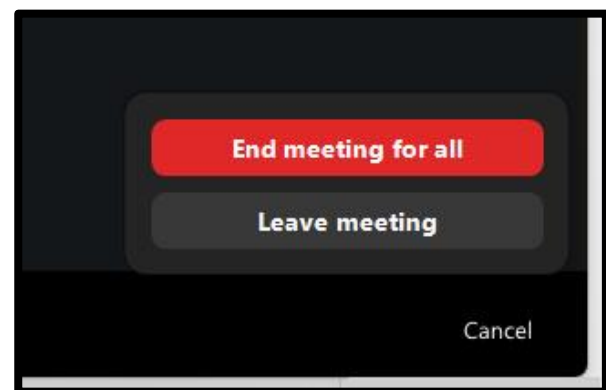

Figure 8

Figure 9

Clicking the End button located in the lower right corner of the screen (*Figure 10*) will present two options: either "End the meeting for all" or "Leave meeting" to enable other attendees to remain and continue the meeting. (*Figure 11*)

Figure 10

Figure 11