Zoom Room Classroom Setup

*Class Zoom meetings should be created in D2L (Courses) before the start-time of any given class.

You will need the Zoom system and the Classroom PC up and running. Please consult with your local IT group/site Director/site VTT Facilitator, if necessary, to understand how to turn on your designated room. For tech support call ext. 8888

Zoom Touch Panel

**Step 1:** Locate the small touch panel on the podium and touch the screen.

Step 2: With the system turned on, click the HOME button to navigate to Zoom Room controls.

Classroom Computer (Wacom Touch Screen)

Step 3: Start your Zoom class meeting in Courses (D2L) Do not join Audio/Video once you are logged in.

Step 4: In the Zoom meeting, Locate the information icon in the

upper left-hand corner
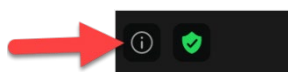
Step 5: Find the Meeting ID and Numeric Passcode (If you set a passcode). You will need this for Step 7.

Zoom Touch Panel

Step 6: On the Zoom touch panel to the left, tap **Join**

Step 7: Type in the Meeting ID, Passcode (if necessary), and join the meeting.

Step 8: Once the Zoom system in the room has joined your class, share the local instructor PC content via the 'Share Content or Camera' button on the Zoom touch panel.

Reminder: At the end of class, log out of Okta and any other application you have logged into.