

## HOST OR JOIN A ZOOM MEETING

This room has a TV with a webcam, microphone, speaker, Mac mini computer and an Apple TV to mirror your screen.

### The following steps will walk you through setting up a Zoom meeting:

- Using the TV remote, press **INPUT AV** (multiple times if necessary) until **"HDMI1/DVI"** is selected.

*If a screensaver, "No Signal" or only "Mac Mini" is displayed on the TV, the computer is sleeping. Make sure the keyboard is turned on/green (switch is on the back) then click the left trackpad button on the keyboard (multiple times if necessary) until you see the sign-in screen.*

- On the Mac login screen, pick **"AV"** to sign in. The password is *hireology* (all lowercase)
- If there are any dialog boxes or apps open after signing in, (Upgrade to macOS, Finder, Applications, Microsoft AutoUpdate) it's okay to close them: click "Not Now", "Cancel", the red button, "Try Again", or "OK" -- just make them go away!
- Using the keyboard trackpad, navigate to and open Zoom from the bottom dock.  
(If the icon is not in the dock on the bottom of the desktop, Spotlight search Zoom by clicking the magnifying glass in the top right and typing Zoom in the search bar. Hit **ENTER** when the result appears.)
- Sign In or Join a Meeting as necessary.
- If prompted to allow access to the camera and microphone, select "OK".
- Before selecting **"Join With Computer Audio"**, it's helpful to select "Test speaker and microphone". If you hear a ringtone, click "Yes". Next is "Speak and pause, do you hear a replay?" If you hear the replay, click "Yes". Microphone 2: Logitech Speakerphone P710e should be selected - this can be changed using the drop down icon on the right if not already selected by default.
- Select **"Join With Computer Audio"**.
- The Mac computer will now be in the Zoom as a participant. Feel free to join the Zoom from your computer and share the screen.
- Click the green button in the top left corner of Zoom to maximize the window to full screen.
- After leaving or ending the meeting, don't forget to sign out of your personal account (if applicable) and close the Zoom application.