

Instructions for Zoom Room Use

Standard Classroom Use

- On iPad, select PRESENTATION on left sidebar
- Select DESKTOP from center screen. Use teacher PC as usual.
- DOCUMENT CAMERA: Open VISUALIZER application on PC
 - Maximize viewer for full screen

Pre-Scheduled Meeting/Class

- Auto-launch meetings will display an orange screen on the iPad with meeting name and time. To start meeting early press the START button and then START MEETING in the upper right corner of iPad.
- SHARE CONTENT: select green SHARE CONTENT OR CAMERA button
 - PC – Press START SHARING HDMI
 - Follow on screen instructions for other devices
- MUTE/UNMUTE PARTICIPANTS: select MANAGE PARTICIPANTS
 - MUTE/UNMUTE ALL will apply change to all other participants except this location.
 - Single Participant: Press desired name in list and then select desired function
- END MEETING: Press LEAVE and then select END

Start a New Meeting

- On iPad, select MEET NOW option on left sidebar
- Select MEET NOW from center screen
- Select INVITE button
 - If invitee has Pellissippi Zoom account, select name(s) from list and then press INVITE
 - OR select “invite by email” at top of screen and enter email address(es) in “To:” field then select “Send Invite”
 - Follow instructions from previous section

Need Help?

**Call the HelpDesk
at (865) 694-6537**