**Cisco TelePresence Touch Rooms and Zoom**

**Start-Up**

The touch screen remains powered on indefinitely. If left unattended, the touch screen will revert to power-save mode and the screen will go blank.

To begin, simply **touch the screen’s surface** and the screen will wake up.

**PLEASE NOTE:** Unless you are using your personal **Zoom** meeting room, you will need to create a **Zoom** meeting PRIOR to attending site. You must also have an **on-prem** account.

**Dialling into Zoom**

1. On the Touch Screen, select the **Dial** icon.
2. Enter the zoom meeting SIP address (provided by your host invitation) using the **keyboard** symbol in the bottom right hand corner of the keypad.

ie 123456789@zoom.aarnet.edu.au or Personal Link Name

1. Press the **Call** icon to connect the call.
2. Your host can set up the zoom meeting to start without the host otherwise you can dial at the invitation time scheduled.
3. Once the call is connected, if the Laptop was being displayed on the projector, a pop up will appear asking if you wish to Share the Laptop presentation. Select the **Share** icon to send or press anywhere outside of the pop up to dismiss it.
4. Use the **Mic Mute** button to disable outgoing audio.
5. Use the **Volume** buttons to adjust the incoming volume level.
6. Press the **Layout** icon to display and change the picture-in-picture image.

**Zoom Share Content**

The video conferencing system allows users to send the Laptop source connected to the Video Conference Unit.

**Zoom Share Content Procedure**

1. Select the **Share** icon.
2. Depending on which cable you are connected to, select the **PC (HDMI Adapter)** icon if you are connected by the HDMI Adapter cable or **PC (HDMI Cable)** icon if you are connected by the HDMI cable.
3. To stop sending the presentation, press the **Previewing PC (HDMI Adapter)** or **Previewing PC (HDMI Cable)** box and select **Stop Preview**.

**Camera**

The video conferencing system allows users to select and control the near-end video camera.

**Camera Control Procedure**

1. Select the **Camera** icon in the top Right-Hand Corner of the touch screen.
2. On the Touch Screen, tap the Checkbox next to **Selfview** to see the camera image. You can tap **Maximize** to make the image bigger.
3. Use the icons and **+/- Zoom** icons to position the camera.

**End Zoom Meeting**

Pressing the **End** icon will disconnect the current Zoom connection from your room. You can also **End Meeting** from the zoom tool bar.

The Video Conference unit does not need to be shut down. It will automatically go to sleep after a period of inactivity.

**For assistance, please contact ITMS AV Support**

**Phone: 8946 6291 or Ext: 6291**