# How to Use Zoom in HyFlex Classrooms (Prime)

## Quickstart Guide

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
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</thead>
</table>
| **1** | **Start the Machinery**  
Click **Zoom** on the **Crestron or Extron Panel** *(This will turn on the projector, lower the screen, and start your Zoom video feed.)* |
| **2** | **Start your Zoom Class Meeting**  
**Zoom Scheduling Panel**  
1. On **Zoom panel**, select **Join**  
2. Locate and type **Meeting ID**  
3. Press **Join** |
| **3** | **Share Content**  
**OPTION 1: Zoom Panel/Podium computer**  
1. Log into podium computer  
2. On **Zoom Panel**, select **Share Screen**  
3. Select **Start Sharing**  
4. To stop sharing, on the **Zoom Panel** press **Stop Current Sharing**  
**OPTION 2: Personal device** *(Recommended)*  
1. Join the meeting on personal device  
2. Click **Share Screen** from your device to share content. |
| **4** | **End Meeting**  
1. Press on **Leave** on the **Zoom Panel**  
2. Press **End Meeting for All.**  
3. **Log out** of podium computer  
4. On the **Crestron or Extron Panel**, Press **System Off.** |

To get help, press the HELP button on the podium or call the Service Desk at 714.997.6600
# How to Use Zoom in a (Connect) Classroom

## Quickstart Guide

<table>
<thead>
<tr>
<th>Starting the Machinery</th>
<th>Click the POWER icon on the Extron Panel <em>(this will turn on the projector, lower the screen, and start your Zoom video feed.)</em></th>
</tr>
</thead>
</table>
|                        | 1) Select PC on Extron Room Controller  
|                        | 2) Log into the Instructor PC  
|                        | 3) Open the Zoom App on the Desktop and click Sign In  
|                        | 4) Sign in via SSO (*chapman.zoom.us*)  
|                        | a. Full Chapman Email  
|                        | b. Password  
|                        | 5) Click “Open Zoom Meetings” |

| Getting Logged In       | 1) Open Meetings in your Zoom account  
|                        | 2) Select your scheduled class  
|                        | 3) Click Join or Start  
|                        | 4) Click "Join with Computer Audio" |

| Starting Your Class Meeting | 1) Select PC on Extron Room Controller  
|                            | 2) Log into the Instructor PC  
|                            | 3) Open the Zoom App on the Desktop and click Sign In  
|                            | 4) Sign in via SSO (*chapman.zoom.us*)  
|                            | a. Full Chapman Email  
|                            | b. Password  
|                            | 5) Click “Open Zoom Meetings” |

| Sharing Your Screen      | 1) Click Share Screen  
|                         | 2) Select the screen you want to share  
|                         | 3) Click Share  

| Stop Sharing             | 1) Click the red Stop Share button |

| Ending Your Meeting      | 1) Click the red END button  
|                         | 2) Select "End Meeting for All" |

| Turning Off the Classroom | 1) Log Off the instructor PC  
|                         | 2) On the Extron controller, select System Shutdown  
|                         | 3) Select YES |

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## How to Use Zoom in a (FlexCam) Classroom

### Quickstart Guide

### Starting the Machinery
Click **Zoom** on the **Crestron** or **Extron Panel** *(This will turn on the projector, lower the screen, and start your Zoom video feed.)*

1) Select **PC** on the control panel  
2) **Log into** the Instructor PC  
3) Open the **Zoom App** on the Desktop and click **Sign In**  
4) Sign in via **SSO** *(chapman.zoom.us)*  
   a. **Full Chapman Email**  
   b. **Password**  
5) Click *(“Open Zoom Meetings”)*

### Getting Logged In

1) **Open Meetings** in your Zoom account  
2) Select your scheduled class  
3) Click **Join** or **Start**  
4) Click *("Join with Computer Audio")*

### Starting Your Class Meeting

1) **Start Sharing**  
   1) Click **Share Screen**  
   2) Select the screen you want to share  
   3) Click **Share**

1) **Stop Sharing**  
   1) Click the red **Stop Share** button

### Sharing Your Screen

1) **Ending Your Meeting**  
   1) Click the red **END** button  
   2) Select *("End Meeting for All")*

### Turning Off the Classroom

1) **Log Off** the instructor PC  
2) On the Extron or Crestron controller, select **System Shutdown**  
3) Select **YES**

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