

How to Use Zoom in HyFlex Classrooms (Prime)

Quickstart Guide

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

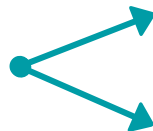
Start your Zoom Class Meeting

Zoom Scheduling Panel

1. On **Zoom panel**, select **Join**
 2. Locate and type **Meeting ID**
 3. Press **Join**
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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.
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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.**
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How to Use Zoom in a (Connect) Classroom

Quickstart Guide

Starting the Machinery

Click the **POWER** icon on the **Extron Panel** (*this will turn on the projector, lower the screen, and start your Zoom video feed.*)

Getting Logged In

- 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**"
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Starting Your Class Meeting

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

Start Sharing

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

Stop Sharing

- 1) Click the red **Stop Share** button
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Ending Your Meeting

- 1) Click the red **END** button
 - 2) Select "**End Meeting for All**"
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Turning Off the Classroom

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

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.)

Getting Logged In

- 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**"
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Starting Your Class Meeting

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

Start Sharing

- 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 or Crestron controller, select **System Shutdown**
- 3) Select **YES**