



# Zoom Instructions

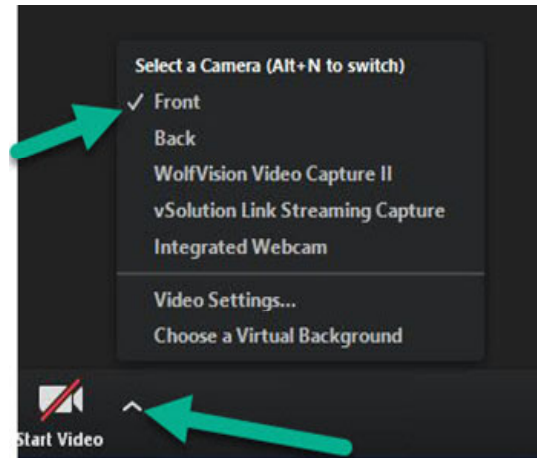
## SIGN IN TO ZOOM:

1. Click on the ZOOM shortcut on the desktop,
2. OR Open <http://jccc.zoom.us> in your browser.
3. Click **Host a meeting, with video on.**
4. Login with your JCCC username and password.
5. Click **Open ZOOM Meetings** in the popup screen.
6. Click **Join using Computer Audio.**

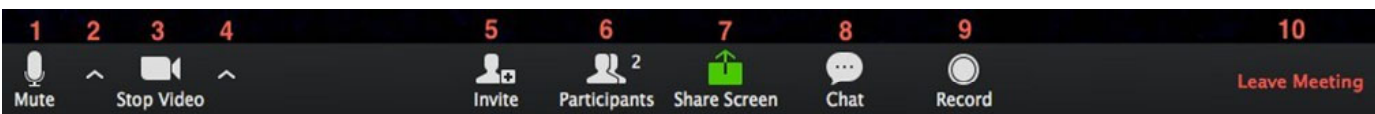


## SELECT CAMERA/AUDIO TO USE:

1. On the lower ZOOM toolbar click the arrow to the right of **Start Video**. Select from the pop-up screen either the Front or Back camera. After selection you can use the zoom settings on the Crestron to control the camera zoom.
2. Use the **Front** camera (default) to display your audience and the **Back** camera to display the presenter.
3. You can also select Audio sources from the pop-up screen next to the microphone icon. Typically use the default selection named **Turtle Beach USB Audio** which are the multiple ceiling microphones.



## THE ZOOM MENU BAR:



You can:

1. Mute/unmute your microphone.
2. Choose your microphone settings (by default the Turtle Beach ceiling microphones are on and ceiling speakers are on).
3. Mute/unmute your video camera.
4. Select Video settings (Front of Back Camera) You must set the camera first before you can zoom in/out with the Crestron controls.
5. Invite participants to join your meeting via email, etc.
6. View your list of participants.
7. **Share your screen** (everything you have open) or select a specific application to share.
8. Send a Chat message to one person (private chat) or to all participants.
9. **Record the meeting**
10. Leave or End Meeting. It will prompt again to End meeting for All?

**For Technical Support call 913-469-8500, ext. 4357 (HELP)**

**For Training on ZOOM contact the Educational Technology Center at 913-469-8500 ext. 3842**