

QC Room Instructions:

If you are planning to use any of our QC Instructional Spaces for your Zoom classes, below are the instructions on how to use them.

Most of the Instructional Spaces have two video cameras installed, but smaller rooms might have only one, and 103/4 even has a total of 4 cameras. The amount of round black speaker/microphones varies as well, between 1 and 7 depending on room size, with most rooms having about 3 of them.

1. Use the TouchPanel to turn on the room, and select the desktop as the input source. If there is no TouchPanel, then you might have to turn on the TV with the TV remote.
2. Login on the Desktop to windows, and start Zoom.
3. Login to the Zoom app with your WIU Zoom account.
4. Select join, and enter the meeting ID for your class.
5. If this Zoom meeting was set up under your WIU Zoom account, then you are already the host for this meeting.
6. If this Zoom meeting was NOT set up under your Zoom account, then use the CLAIM HOST feature, and enter the Claim Host PIN (6 digit number), to become host.

You can use Zoom nearly the same as you do from any other computer outside of these classrooms, except:

- You can select which of the cameras you want to use, from within Zoom either by selecting the ^ right next to Stop VIDEO selection box near the bottom left of Zoom or by pressing ALT + N.

To Zoom/tilt/pan the cameras, using the black Aver remote. Switching between camera 1, 2 and 3 on the remote does NOT switch the sending camera, just which camera you control. So the video camera selection within Zoom and on the remote are independent from each other.

- You can share the Document camera (Elmo) picture, by first starting the Image Mate software on the Desktop, then selecting Share Screen within Zoom, and then selecting the elmo image mate as a source. Please do NOT try to use the Touch Panel to select the document camera as source, such usage would switch only the local Projector picture, but would NOT send the document camera to Zoom that way.
Make sure the elmo is powered on.

- You can control the room speaker volume from the Touch Panel, as normal.

At the end of the session, please end the Zoom meeting, log out of Zoom and windows, and use EXIT on the Touch Panel (or use the TV remote to turn off the TV) and confirm the Shutdown Now on the Touch Panel.