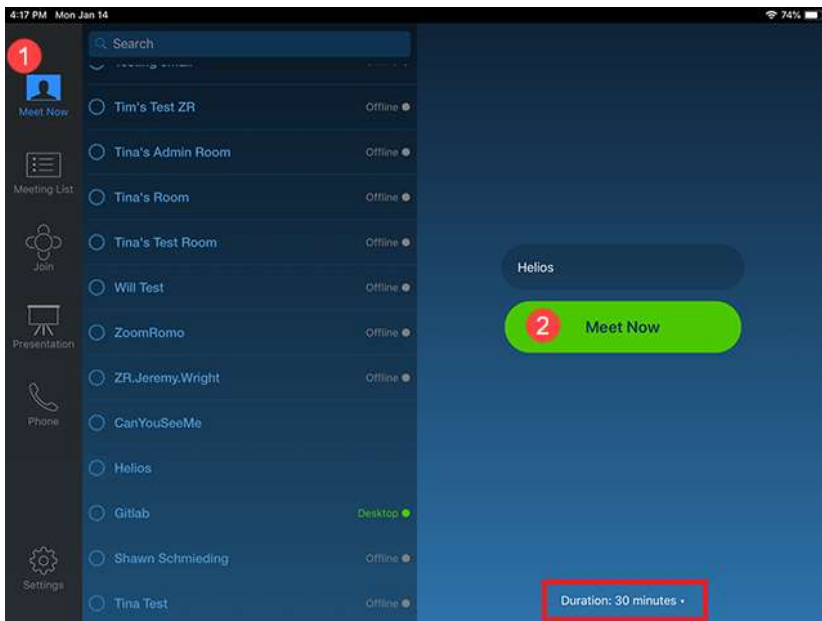




## Meeting Instructions

### Start Meeting (If you are the host)

1. Ensure TV is on and set to Zoom PC (either remote, or wall plate depending on room set-up)



2. Log into iPad (Code *if needed* is 5267)
3. Set the duration (typically you'll move it to the max of 240 minutes)
4. Touch **Meet Now**, to start your Zoom meeting.

Once in meeting you can:

- Adjust camera settings / position
- Invite others to meeting (by sending Zoom meeting information)
- Mute / Unmute the room
- Control the room's TV layout (how people will see the zoom from within the room)
- Manage participants
- Record the meeting
- Start to share content from connected devices.

### Join Meeting (If you are NOT hosting the meeting)

1. Have on hand - the meeting ID for the Zoom meeting you are planning on joining.
2. Ensure TV is on and set to Zoom PC (either remote, or wall plate depending on room set-up)
3. Log into iPad (Code *if needed* is 5267)
4. Touch **Join** (on the left column of options).
5. Type in the meeting ID on the iPad (or computer, polyphone, etc. – depending on your room set-up)
6. Touch Join on the bottom of the keypad to join the meeting.

