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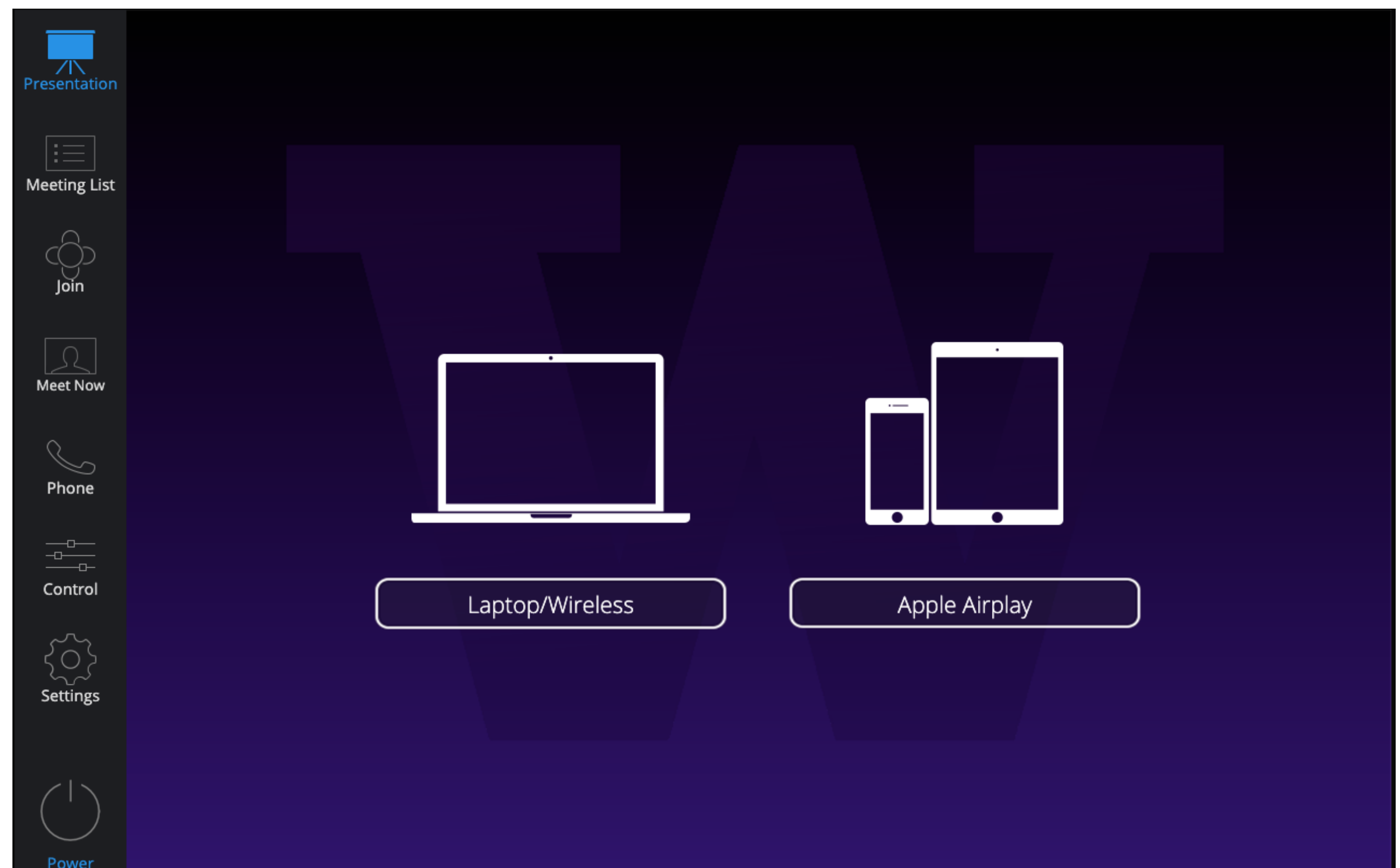# T5 Classroom User Guide

CLASSROOMS: T534-T538, T540, T541, T543, T546-T549, T553.

T5 ROOM TOUCH PANELS

Tap to wake the Touch Panel.

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MEETINGS LIST

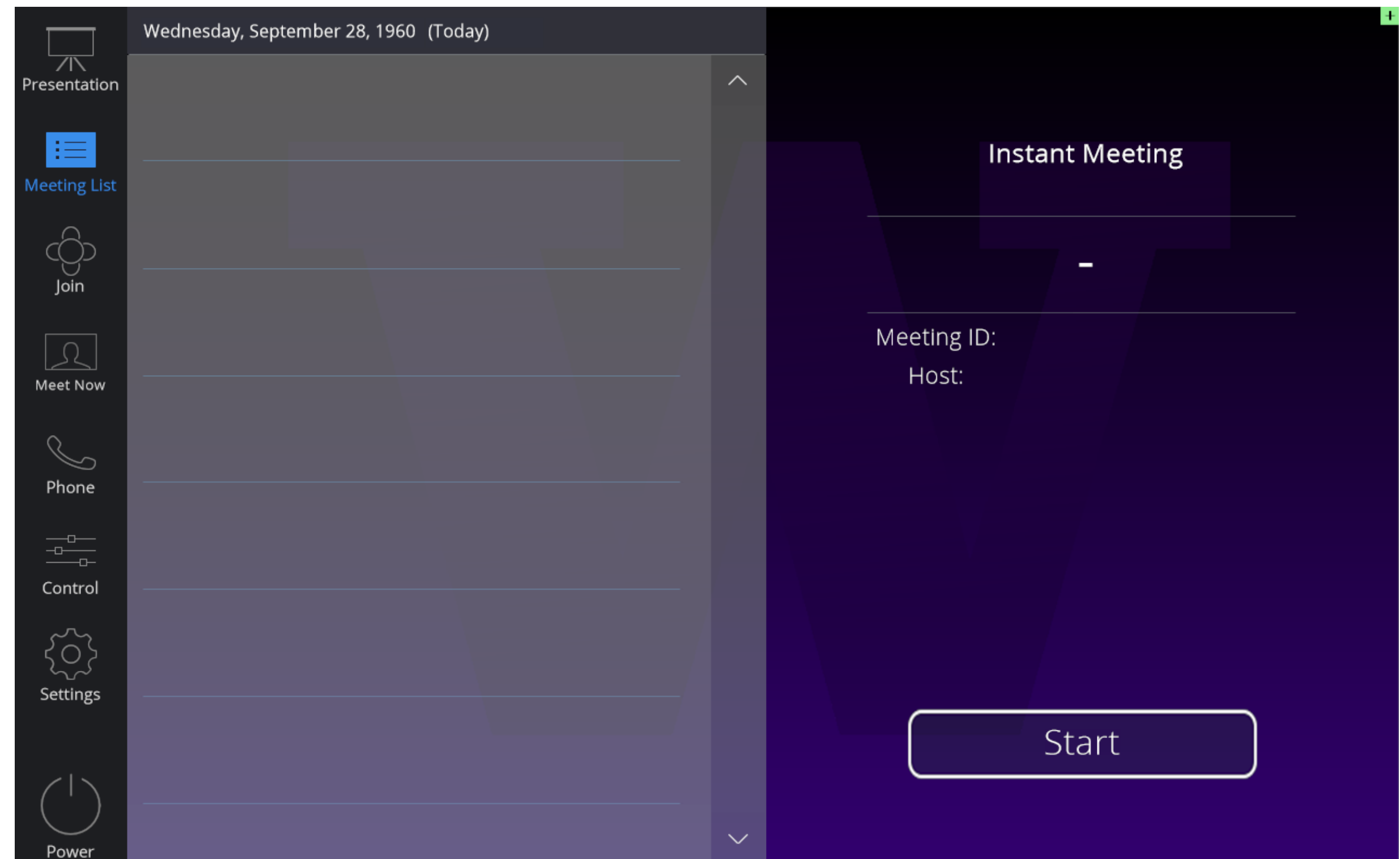Tap the Meeting List Tab in the Menu Bar.

Tap your Scheduled Meeting in the Meeting List.

Tap the Start button to begin your meeting.

Tip:

Tap the Refresh icon if the calender has been recently updated.

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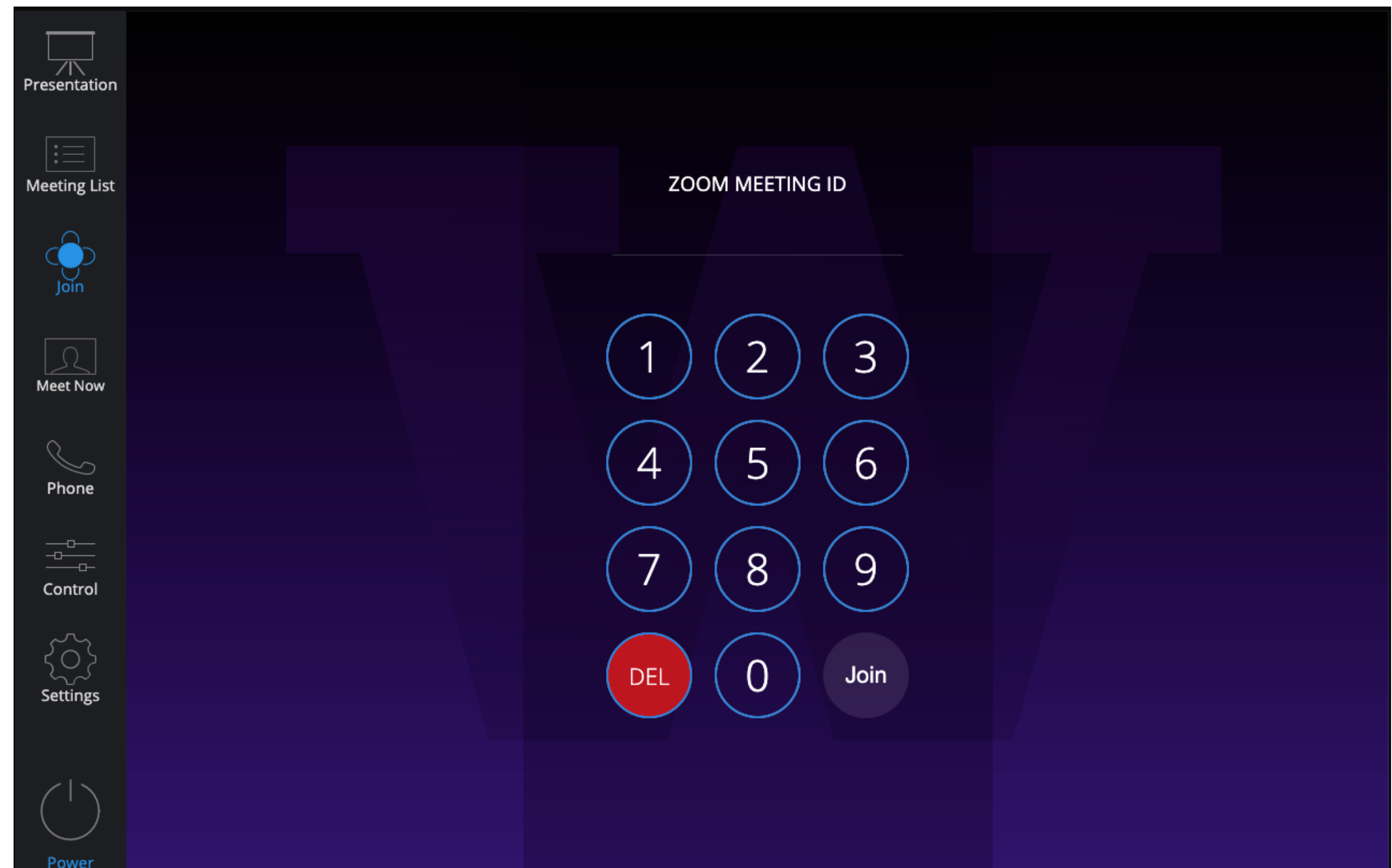## JOIN A MEETING

Tap the Join Tab in the Menu Bar. The keypad will display.

Enter the Zoom Meeting ID# of the meeting you want to join on the number pad.

Tap Join to join the meeting. You will have access to the in-meeting controls.

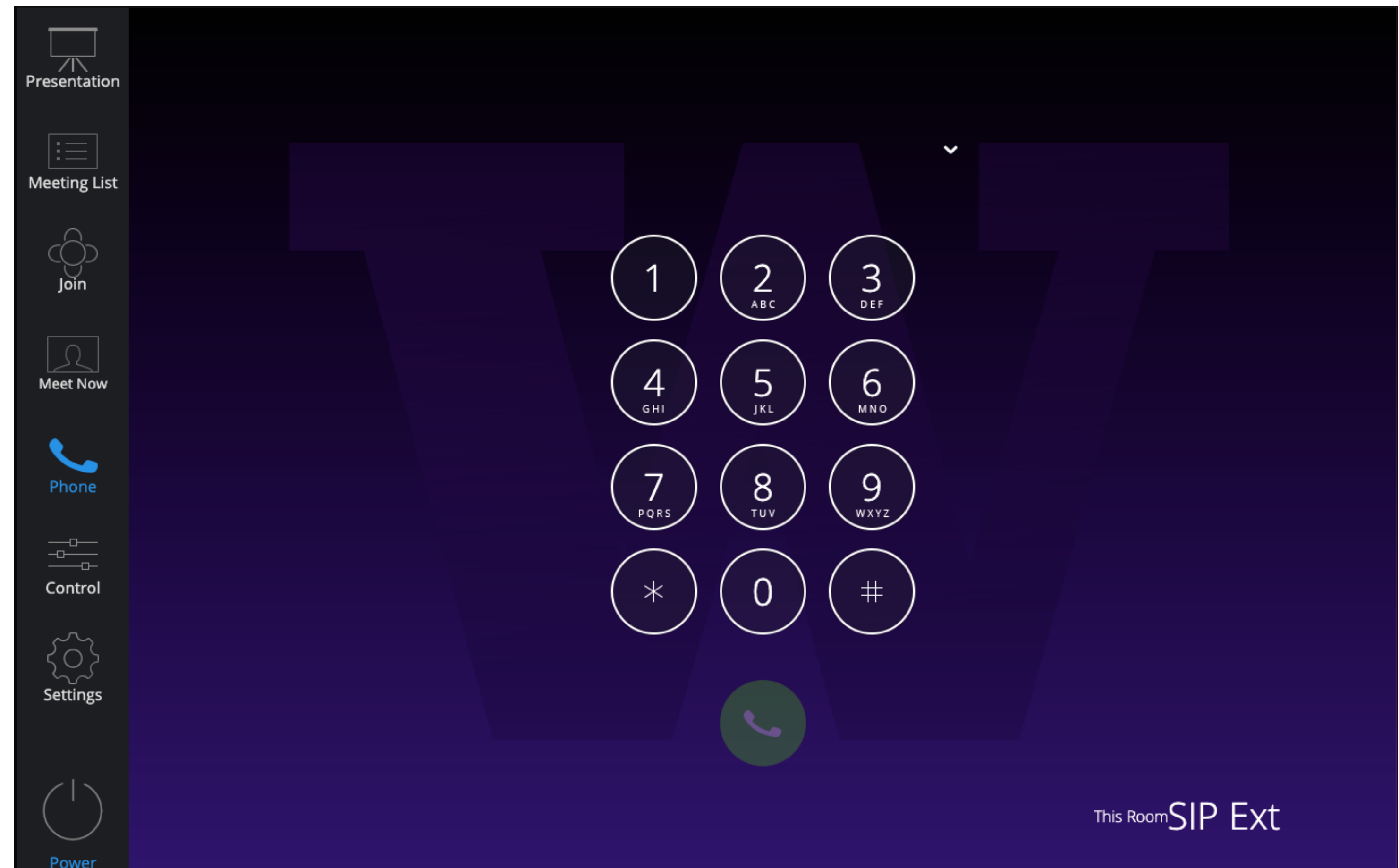## School of Medicine Academic Learning Technologies

PHONE TAB

Tap the Phone Tab in the Menu Bar.

Enter a Phone Number.

Tap the Green Phone Icon to dial out.

Tip:

Tap the ⌄ Symbol to view recently dialed numbers.
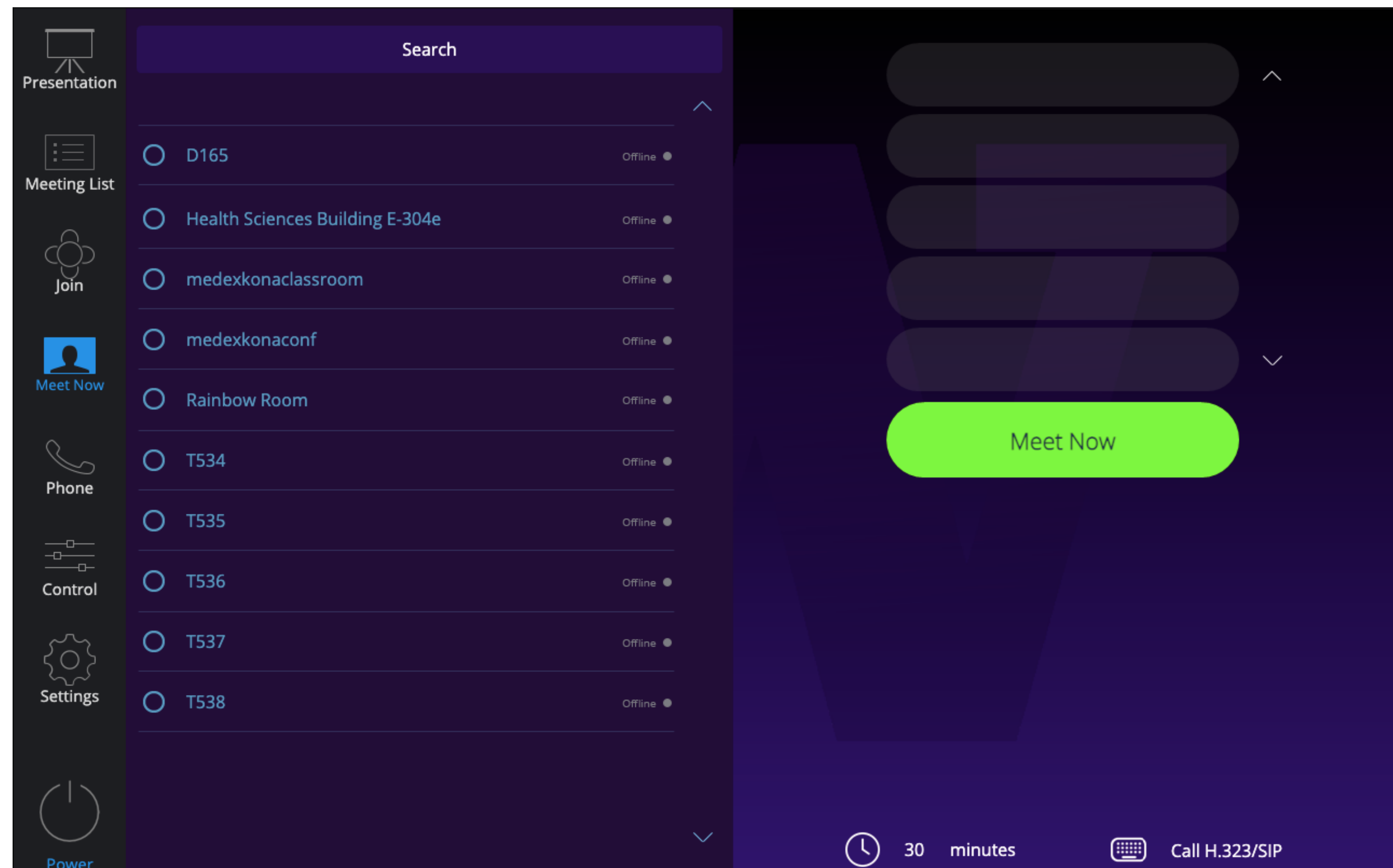
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MEET NOW

Tap the Meet Now Tab in the Menu Bar.

Tap to select the Rooms, Contacts, or H.323/SIP Endpoints you want to invite.

Tap the Green Meet Now button to begin your meeting.

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SETTINGS TAB - ROOM CONTROLS - COMBINED VS SEPARATE MODE

Tap the Settings Tab in the Menu Bar.

Tap Room.
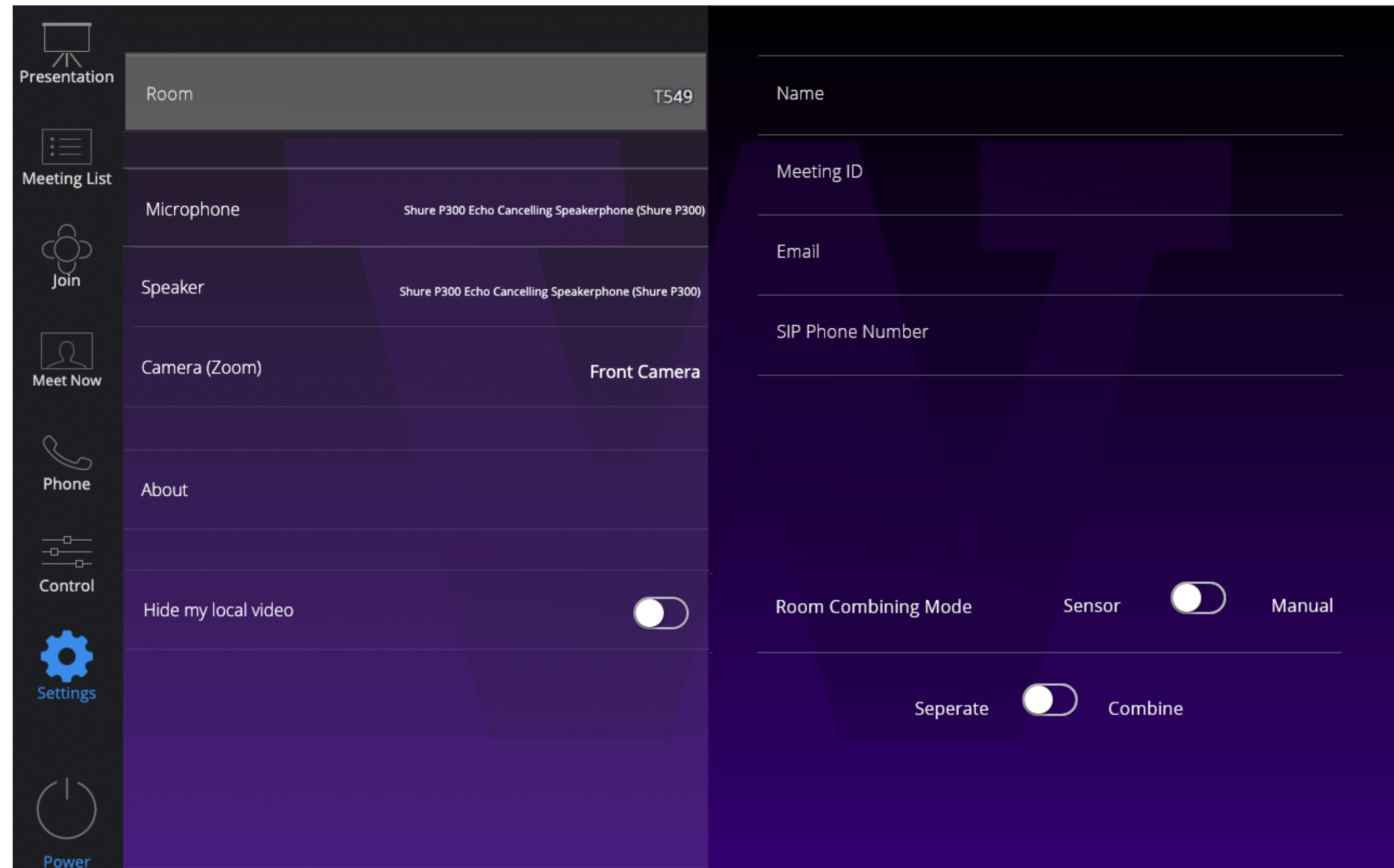
Tap to Toggle Room Combining mode between Sensor vs Manual.

When Room Combining Mode is set to Manual:

Tap to Toggle between Separate vs Combined Mode.

Separate Mode: Allows the 2 Display Monitors to be used separately from each other.

Combined Mode: Both Display Monitors will operate as Mirrored/Duplicates of the other.

When Room Combining Mode is set to Sensor:

The room will automatically switch from Separate vs Combined Mode when the partion wall is moved behind the Monitor Displays.

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SETTINGS TAB - SWITCH MICROPHONES
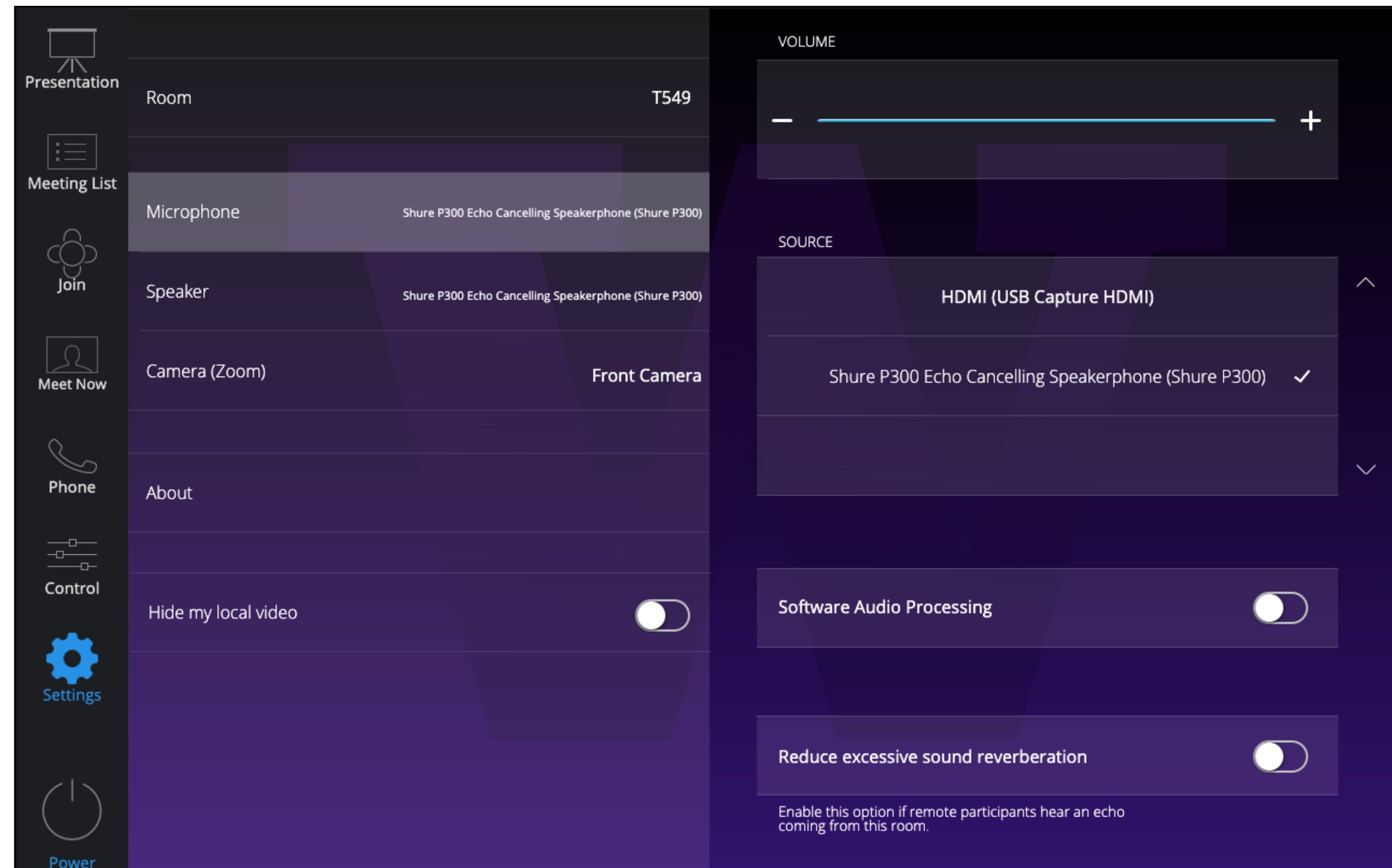
Tap the Settings Tab in the Menu Bar.

Tap Microphone.

Tap the name of the device you want to use from the list under Source.

Volume: Displays the microphone volume.

Source: Displays the microphone being used in the Zoom Room.

Tap another Source to change the Active Device.

Tap -/+ to decrese/increase the volume of the selected device.

Note:

The Software Audio Processing option is automatically disabled for certain devices that have been identified by Zoom. These are generally speakerphones that include their own audio processing typically with integrated speaker and microphone. For all other audio devices, this option is automatically enabled.

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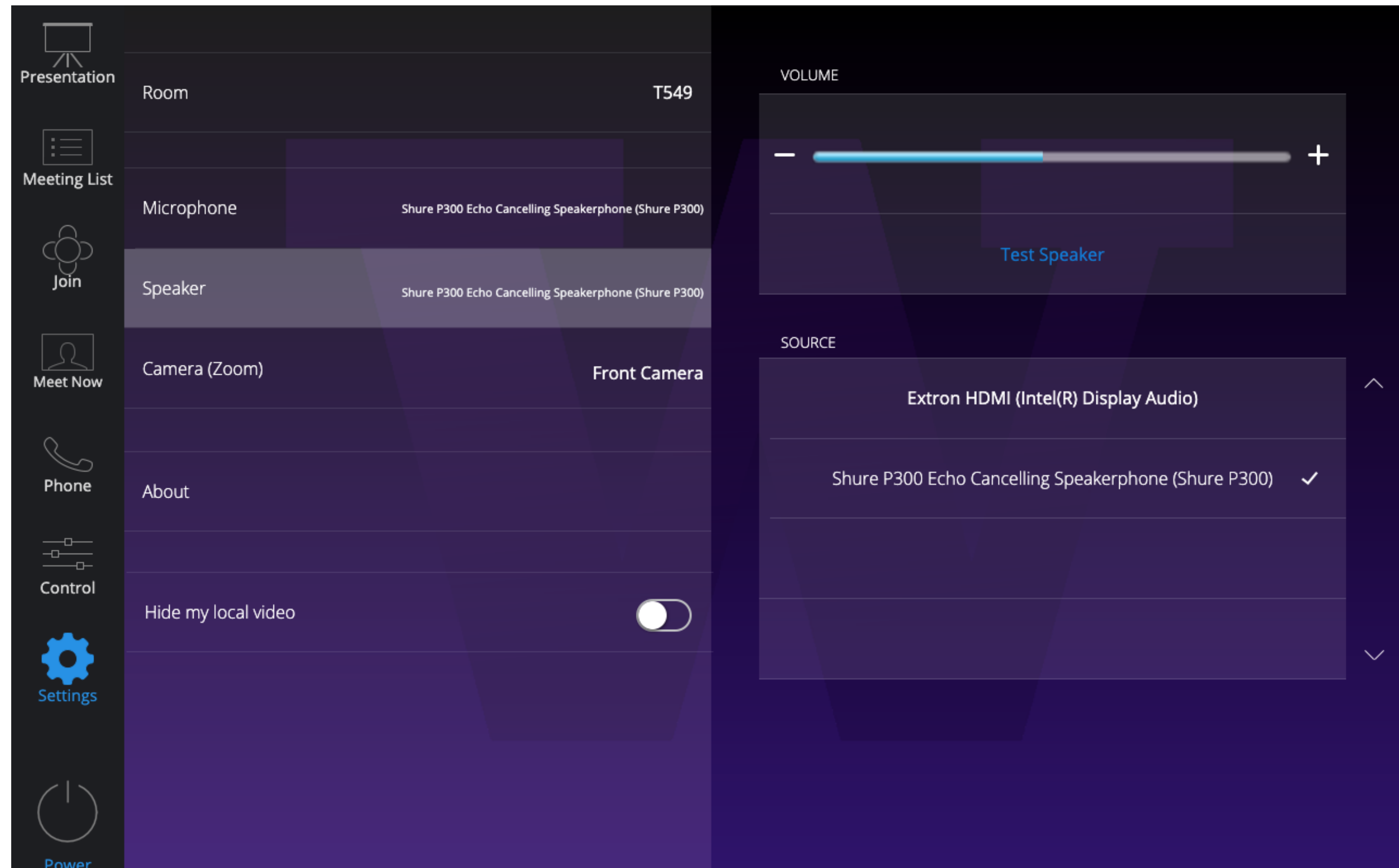## SETTINGS TAB - SWITCH SPEAKERS

Tap the Settings Tab in the Menu Bar.

Tap Speaker.

Tap the name of the Device you want to use from the list under Source.

• Volume: Displays the volume for the curently selected Speaker.

• Source: Displays the Speaker currently being used in the Zoom Room.

Tap another Source to change the device.

Tap -/+ to decrese/increase the volume of the selected device.

Note:

Once you connect your personal device to a Zoom Room, the on-board devices willl also be listed here. So you can switch between the in-room Camera, Microphone, &/or Speakers & those on your personal device as needed.

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SETTINGS TAB - SWITCH CAMERAS

Tap the Settings Tab in the Menu Bar.

Tap Camera.

Tap the name of the Device you want to use from the list under Source.

Front/Rear Camera(s): dynamically choose between which camera is active.

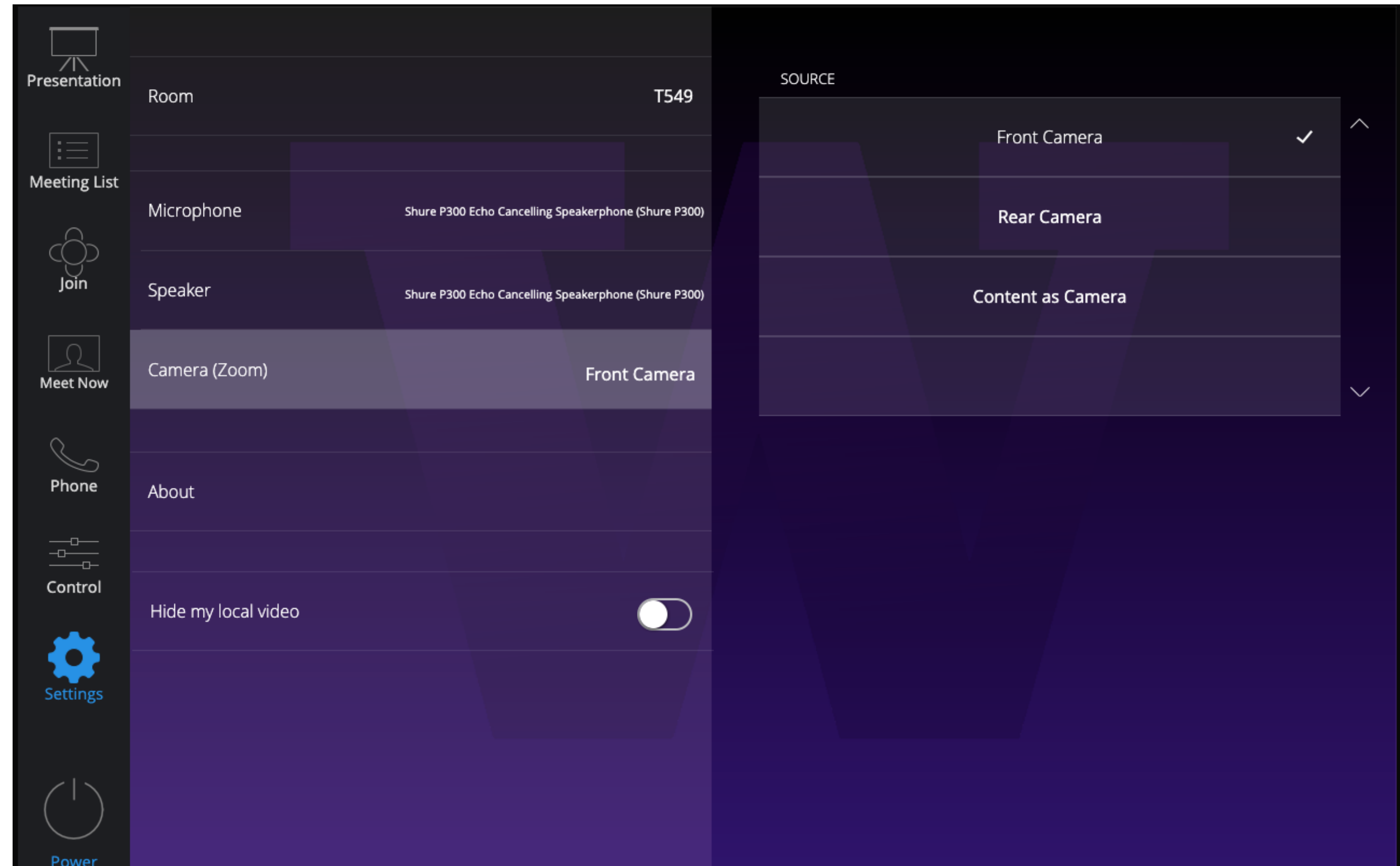Content as Camera: Share your device as a camera in the Zoom Room.

Note:

Front Camera: Located nearest the Display monitors.

Rear Camera: Located nearest the Doors.

Content as Camera: share your screen, desktop or other content during a meeting.

Tips:

#1: Hide My Local Video will hide the Zoom Room video from the In-Room Display Monitor, **even though others in the meeting can still see the video of you.**

#2: To access these settings while in a Zoom Meeting tap the Switch Camera Button.

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CONTROL TAB - ADJUSTING CAMERAS

Tap the Control Tab in the Menu Bar.

Tap Camera.

Use the Icons on the Camera Control pop-up to zoom & pan until the camera is in the position you need.

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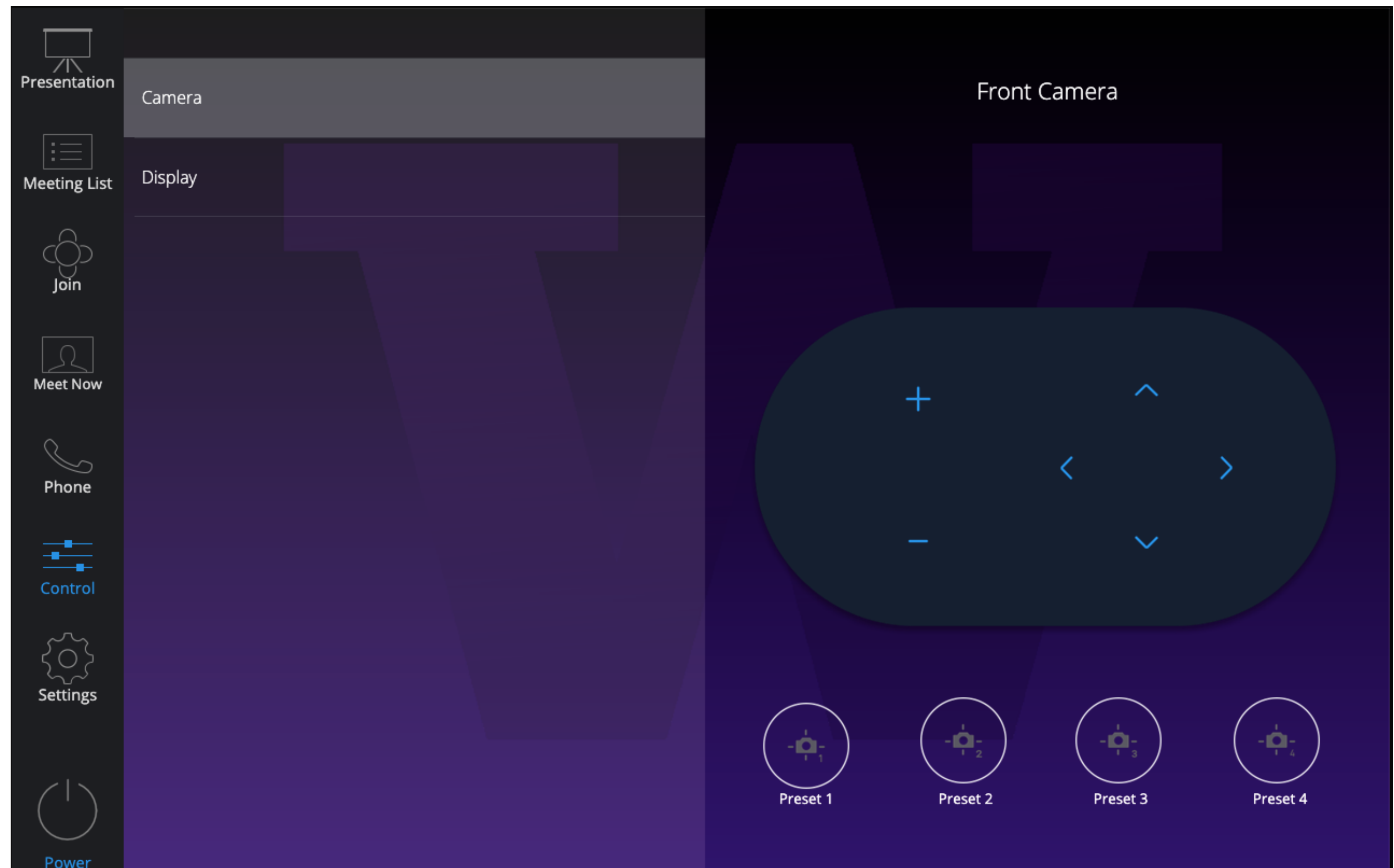
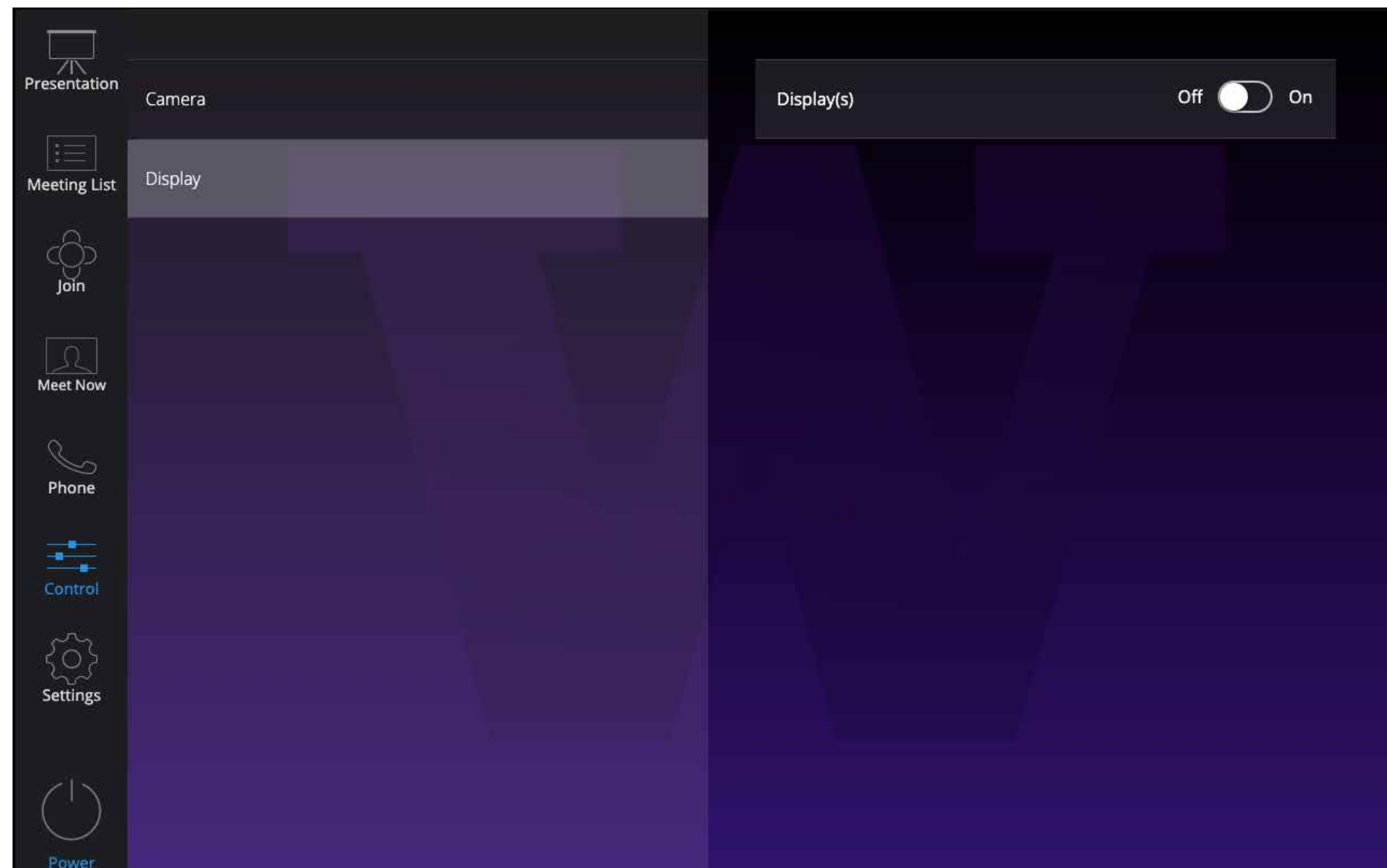### CONTROL TAB - DISABLE OR ENABLE DISPLAYS

Tap the Control Tab in the Menu Bar.

Tap Display.

Toggle the On/Off switch to activate the Display Monitor(s) .

Note:

When the Room is in Combined Mode, both monitors will activate/deactivate simultaneously. To opperate the Display Monitors independently of each other, the Room needs to be set to Seperate Mode under the Settings Tab.

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IN-MEETING CONTROLS

Mute/Unmute: Mute or unmute the room's microphone.

Start Video/Stop Video: Start or stop the room's video camera.

Share Content or Camera: Display instructions to share content from your laptop or mobile device.
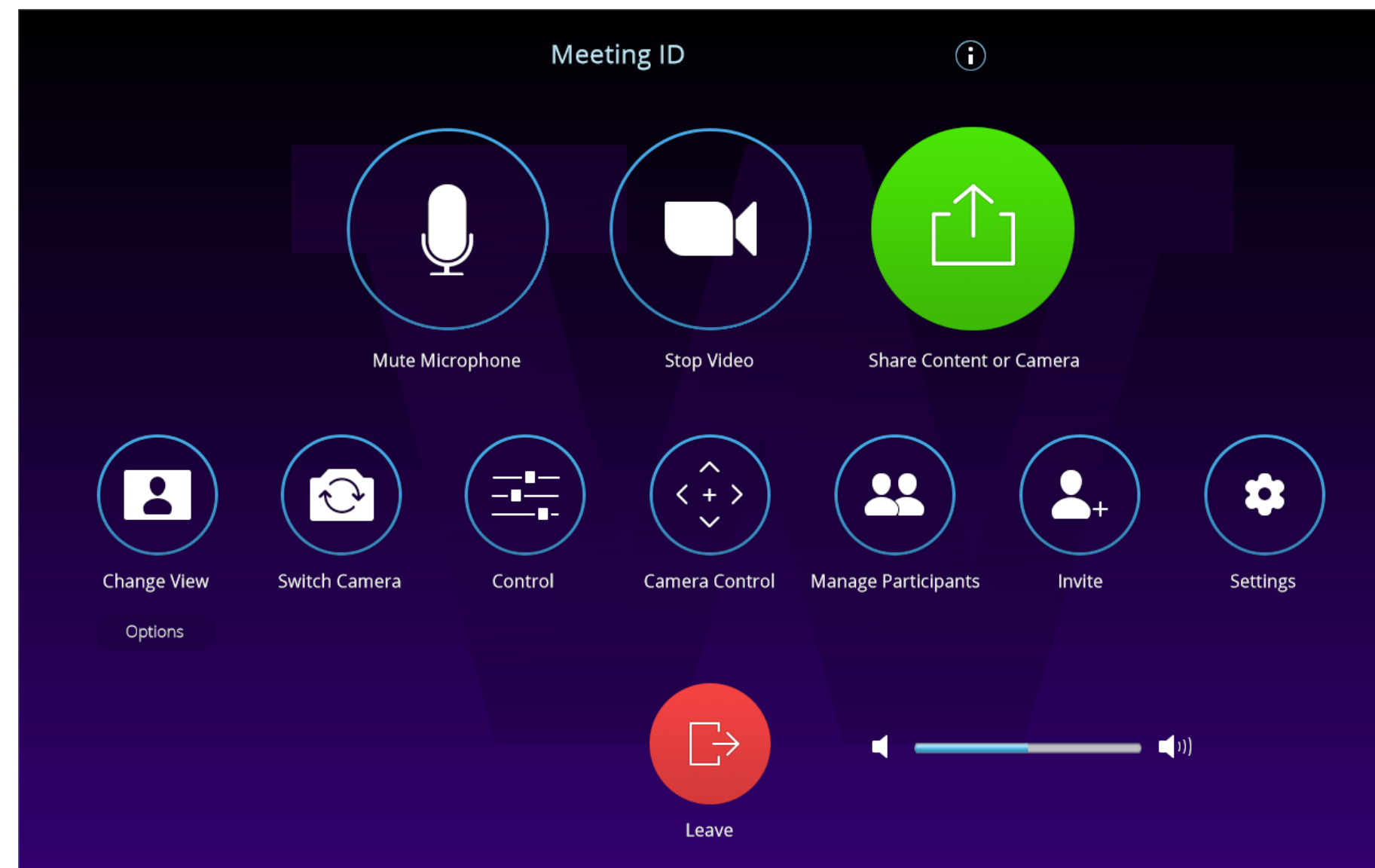
Advanced Sharing Options: Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

Annotate on Shared Content: Allow other participants to annotate on the shared screen initiated from the Zoom Room.

Note: The above option is only available when a participant shares their screen using direct sharing, share.zoom.us, or Apple screen mirroring. Make sure the admin has enabled annotation in the room's web portal settings.

Optimize Full-screen Video Sharing: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

Security (only available if the room is the host or co-host): Enable or disable certain in-meeting features. Some of these settings can also be found in the participants list.

Meeting ID

Mute Microphone — Stop Video — Share Content or Camera

Change View / Options — Switch Camera — Control — Camera Control — Manage Participants — Invite — Settings

Leave

Lock Meeting: Don't allow other participants to join the meeting in progress.

Enable Waiting Room: Enable or disable Waiting Room for the current meeting.

Allow Participants to: Enable or disable the following features for all participants.
- **Share Screen**
- **Chat**
- **Rename Themselves:** Allow participants to change their name displayed to other participants in the current meeting.
- **Unmute Themselves**
- **Annotate on Shared Content:** Allow other participants to annotate on the shared screen initiated from the Zoom Room.

Note: This option is only available when a participant shares their screen using direct sharing, share.zoom.us, or Apple screen mirroring. Make sure the admin has enabled annotation in the room's web portal settings.

Remove Participant: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants to rejoin.

Report: If you need to report an incident that you believe violates our terms of service or Community Standards, you can do so here.

Change View: Change your video layout shown in the room display.

Camera Control: Change camera settings, presets, or switch to different camera from a list.

Manage Participants/Participants: View the meeting participants. If you're the host, you will see controls to manage participants.

Start Recording: Start recording to the cloud.

Chat: Access in-meeting chat. You will not be able to respond via the controller or paired mobile controller, only view the chat messages.

Tap the Settings gear icon to access chat settings:

Show notification on TV: Show chat messages as notifications on the Zoom Room display.

Show full chat panel on TV: Show the full chat transcript on the Zoom Room display.

Settings: Access room settings (requires room passcode).

Volume slider: Adjust the volume of the room's speaker (this will revert back to the room default after the meeting has ended).

Leave/End: Leave the meeting or End Meeting for All (if the Zoom Room is the host of the meeting).

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INVITE WHEN IN MEETING

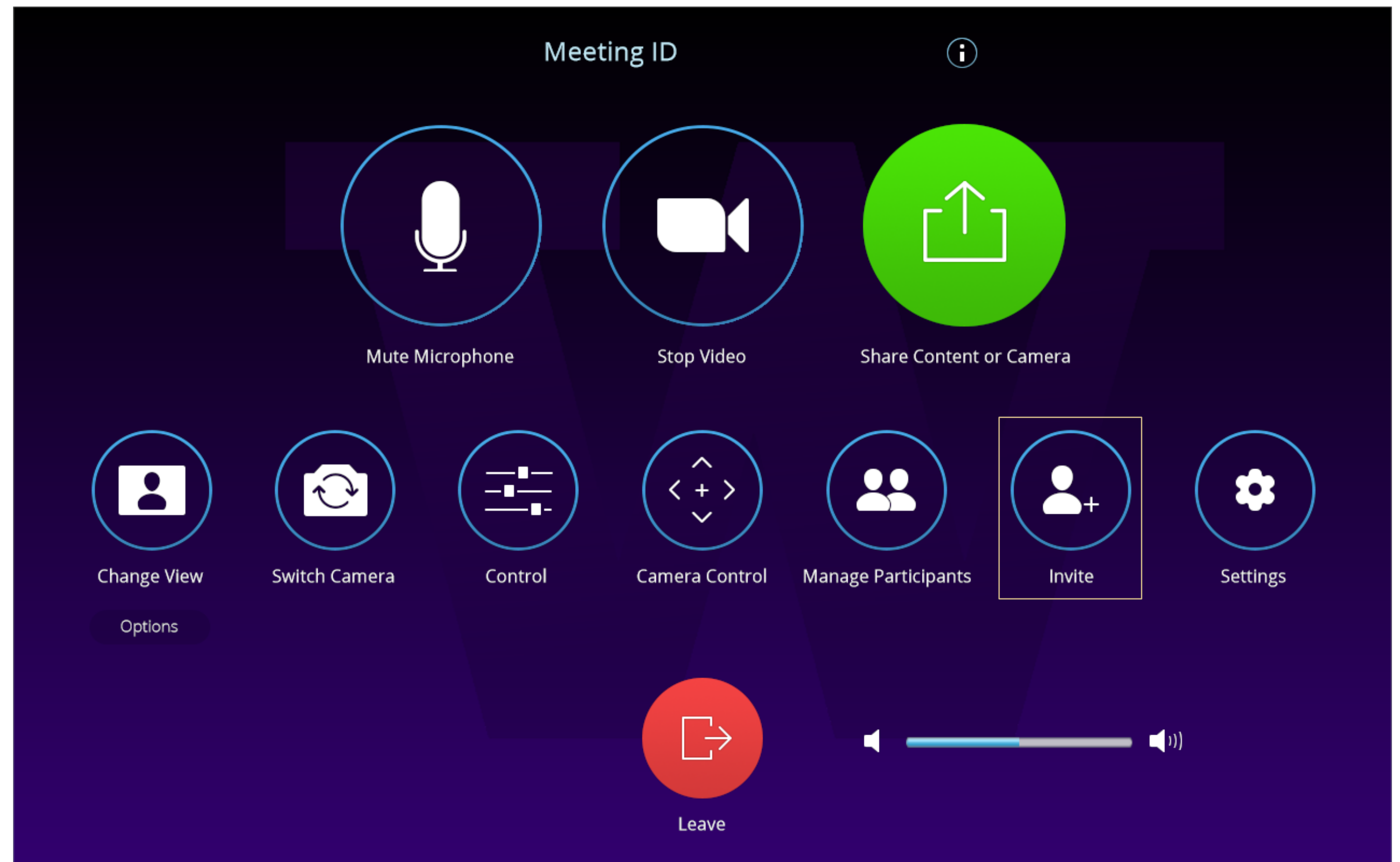Tap the Invite button on the controller.

Tap the method you want to use for the invite from the top of the controller.

Invite By:

• Contacts: Search by name, scroll to find rooms, contacts, or H.323/SIP Endpoints

• Email: Enter the invitee's address.

• Phone: Enter a phone number.

• Room System: Enter the IP Address.

Tap Invite/Call.

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T5 Classroom User Guide

CLASSROOMS: T534-T538, T540, T541, T543, T546-T549, T553.

AV SUPPORT:

Email: somaltsupport@uw.edu

Phone: (206) 221-1534

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