

Zoom-Master

Purpose

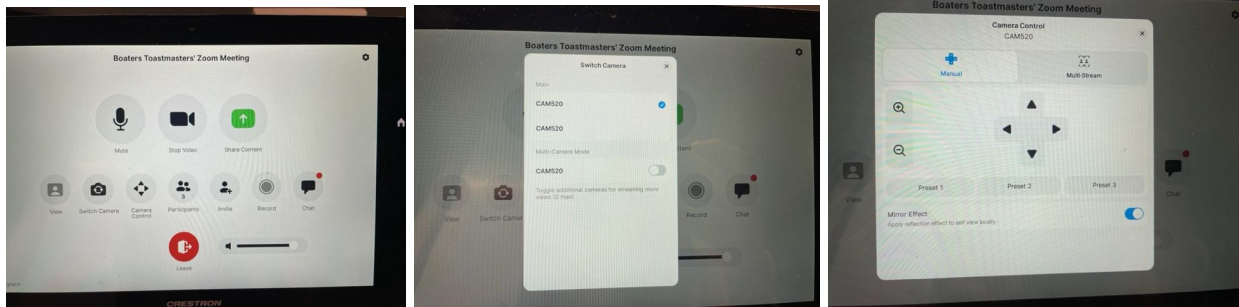
The guidelines below are intended to help us have smooth conversations in Zoom and promote a positive learning environment for us all.

Before you set up

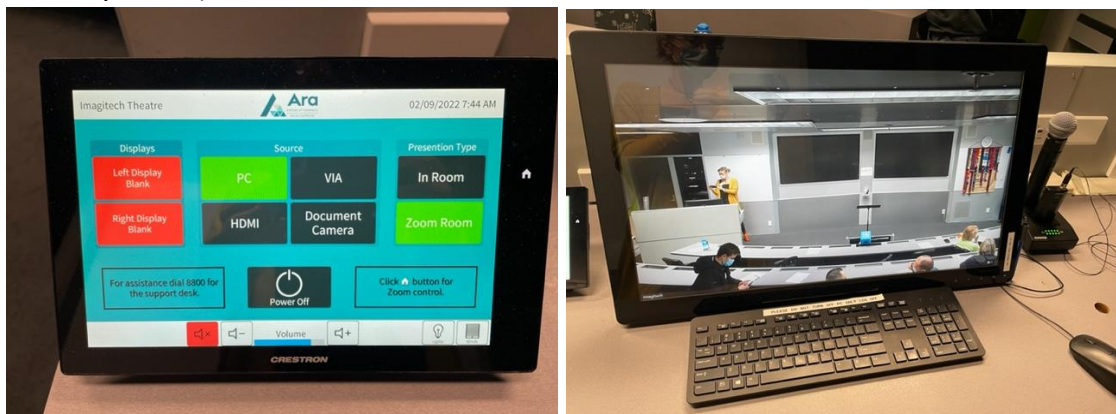
- 1) Have the Boaters Meeting ID and Password handy (on easy-Speak Agenda)
- 2) Optional: Bring your own device to monitor the chat

Set Up

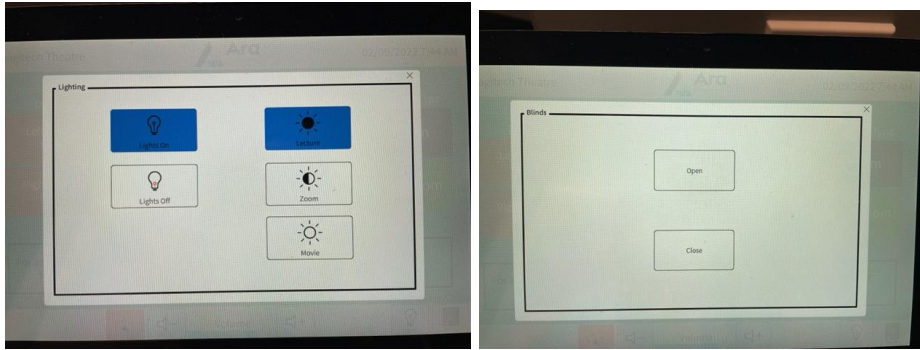
- 1) Touch the little black screen to turn it on - it should come up with the zoom login, where you put in our meeting ID and password.
- 2) Then it shows this screen, where you can monitor the chat, switch between cameras and even adjust (to a certain degree) where the camera is pointing to



- 3) Press the home button on the right of the screen to toggle to this view below. Turn on the screens (red indicates there are inactive, black that they are active - this turns on the PC in front of you so you can see what zoom participants see (i.e. which camera is currently active))



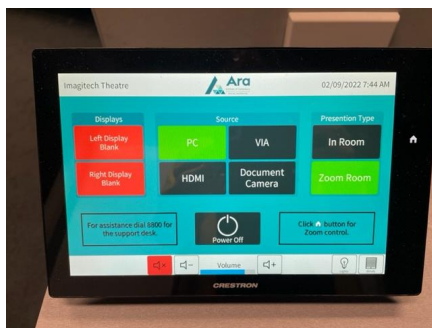
- 4) On this main screen (pic 3) you can also change the volume, light settings and blinds:



- 5) Take the blue microphone from its charging station under the table and put it in the middle of the front screen



- 6) After the meeting, return the microphone, log out of zoom and press the power off button in the middle of the screen - this will shut down everything automatically.



Supporting a Speaker - Slide Show Presentation

- ❑ Either use an USB stick to insert to the PC directly or connect their laptop with an HDMI cable. That's it. The presentation will show on one of the screens behind the speaker as well as on the one in front and the other will show Zoom participants.