# HYBRID CLASSROOM

## EQUIPMENT

<table>
<thead>
<tr>
<th>Black (Crestron) touchpanel: Used to turn on and control in-room displays/projectors</th>
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<tbody>
<tr>
<td>White touchpanel: Used to join and control Zoom meetings</td>
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<tr>
<td>Monitor: Displays the remote students and/or shared screen</td>
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<tr>
<td>Camera: Captures the faculty member &amp; whiteboard (if applicable)</td>
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<tr>
<td>Speaker/mic: Allows interaction between faculty &amp; remote students</td>
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## STARTING A MEETING

1. On the black Crestron touchpanel, tap **Start** to turn on projectors/screens.
2. On the black Crestron touchpanel, tap the **Zoom** button.
3. On the white touchpanel, tap **Join** on the left side of screen.
4. Enter the meeting ID of your scheduled Zoom meeting.
5. Tap **Join**.
6. Use the white touchpanel to enter your meeting password or host key, if requested. Click **OK**.

## CHANGING CAMERA VIEWS

1. On the white touchpanel, tap **Camera Control**.
2. Tap on one of the three available presets.
3. Verify what is visible in Zoom or on the monitor.

## SHARING CONTENT

1. Launch the [Zoom desktop application](https://zoom.us) on your laptop.
   
   *Windows*: located in your Start menu.
   
   *Mac*: located in your Applications folder.

2. Share immediately by clicking the **Share screen** button.

   *If this option doesn’t work, join your meeting using the [Zoom app](https://zoom.us) and then share content using the **Share Screen** button as usual.*

3. Choose the content to share. You can share your entire screen or individual app windows.

## ENDING THE MEETING

1. On the white touchpanel, tap **Leave**.
2. At the bottom of the screen, tap **End Meeting For All**. This will disconnect all participants.
3. On the black Crestron touchpanel, tap **Shut Down** to turn off the classroom equipment.

## GETTING HELP

Contact Classroom Technology at (513) 745 3603