

# HYBRID CLASSROOM

## EQUIPMENT

**Black (Crestron) touchpanel:** Used to turn on and control in-room displays/projectors



**White touchpanel:** Used to join and control Zoom meetings



**Monitor:** Displays the remote students and/or shared screen



**Camera:** Captures the faculty member & whiteboard (if applicable)

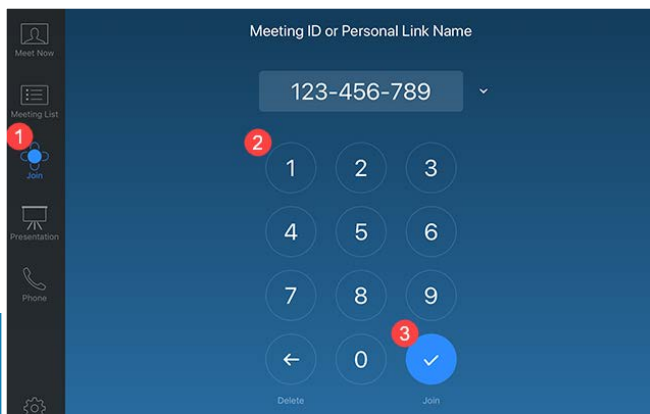


**Speaker/mic:** Allows interaction between faculty & remote students



## 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** **1** on the left side of screen.
4. Enter the meeting ID of your scheduled Zoom meeting. **2**
5. Tap **Join**. **3**
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.



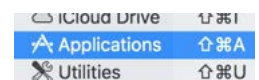
## SHARING CONTENT

1. Launch the **Zoom desktop application** on your laptop.

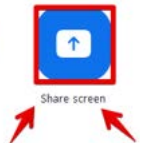


**Windows:** located in your Start menu.

**Mac:** located in your Applications folder.

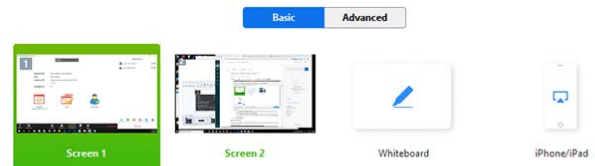


2. Share immediately by clicking the **Share screen** button.



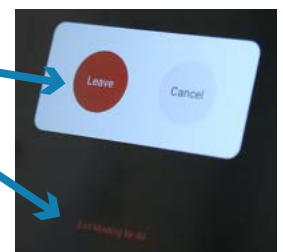
If this option doesn't work, join your meeting using the Zoom app and then share content using the **Share Screen** button as usual.

4. 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