



How to Start a Zoom Class — Room 221

1. **Start** the AV system by selecting PC/Source from the **touchscreen**.
2. **Must wear the lapel microphone in the Podium's Drawer.**
 - a. Please **turn the microphone on** before wearing it.
3. **ADJUST THE CAMERA:**
 - a. On the computer's desktop, select the icon labeled **camera controls**.
 - i. **Select room 221**, then adjust the camera with the presents, arrows or zoom in/out buttons.
4. Locate the **Zoom icon on the desktop** of the computer and log in using the [SSO](#) option.
 - a. Once logged in select the **meetings** tab in the Zoom window to start the meeting.
 - b. Set the **Zoom view to Gallery** to make sure you can see all remote participants.
5. **Adjust Volume:**
 - a. Use the touchscreen panel to adjust the volume.