Use the **TOUCH PANEL** to join a Zoom call [page 1]

**PUTTING IN A ZOOM CALL**

1. Select **VC Mode** on the touch panel
2. Press the **Zoom** button to dial into the Zoom portal
3. Key in the Meeting ID and passcode using the **In Conference Keypad**
4. Using the **In Conference Keypad** press **1** to bring up additional Zoom features on screen

Press the corresponding number on the **In Conference Keypad** depending on which feature is required

**Example:**
If you see the icon on the top left corner of the screen, press **1** and then **2** to unmute on the Zoom call.
SENDING CONTENT OVER ZOOM

1. Press Send Content

2. Select your Source on the left hand pane that you wish to have displayed in room

3. Press Primary Stream to begin sharing content

**NOTE:** Only one participant is able to share content at a single time

AUDIO CONTROL

4. Presenter Mute will stop audio from all microphones

5. Speaker Mute will stop audio from the conference call into the theatre

Toggle the +/- volume bar to adjust audio of the far end participants

DUPLICATING CONTENT ON SCREEN

In a VC call, this is the default video view:

To display the Shared Content on BOTH screens in the room:

6. Press Advanced Controls

7. Under Display Allocation, select Alternative

**NOTE:** This feature only applies to presentation content, and is not applicable to the far-end participant screen