1. On the button panel, select Room PC (Zoom)

2. Open Zoom App on the Room PC
   → Sign In with your Monash account
   → Enter Meeting ID and Passcode as required

3. Ensure that the correct Audio and Video Settings have been selected
   → Microphone: Microphone (Scarlett Solo USB)
   → Speaker: Crestron (Intel(R) Display Audio)
   → Camera: Logi Rally Camera

4. The presenter needs to use the in-room microphone to be heard

**NOTE:** Audience members will also need to talk into a microphone to be heard on Zoom

**IMPORTANT**
Camera View has been optimised for the classroom dimensions.

To suggest a different camera view for this room, please send us your feedback via the QR code below.
Using your **LAPTOP** to join a Zoom call

1. **On the button panel, select **Laptop (Zoom)**

2. **Connect both the **HDMI cable** and the **USB cable** to your laptop**
   - **HDMI**  Joins your laptop video and audio to AV System
   - **USB**  Connects camera/mics and wireless mouse/keyboard to your laptop

3. **Join the **Zoom Meeting** from your **Laptop**

4. **Ensure that the correct Audio and Video Settings have been selected**
   - **Microphone**  Microphone (Scarlett Solo USB)
   - **Speaker**  Crestron (Intel(R) Display Audio)
   - **Camera**  Logi Rally Camera

5. **The presenter needs to use the in-room microphones to be heard**

**NOTE:** Audience members will also need to talk into a microphone to be heard on Zoom

**IMPORTANT**

**Camera View** has been optimised for the classroom dimensions.

To suggest a different camera view for this room, please send us your feedback via the QR code below.