

ZOOMPRESENCE

Zoom Video Communications

User Guide

Introduction

ZoomPresence is a software-based conference room system that is created on Mac and iPad. It allows you to hold video and screen-sharing meeting locally or with up to 200 remote rooms or participants.

ZoomPresence consists of the following components:

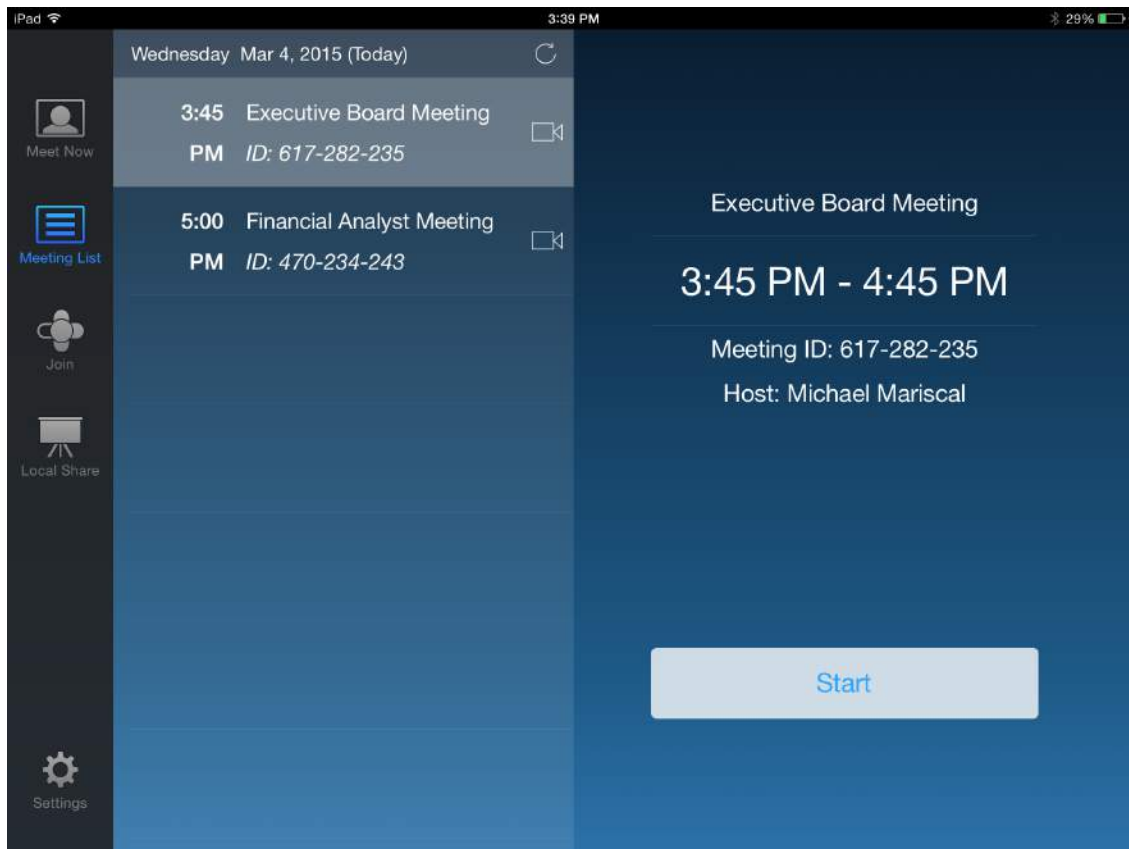
- One or two HDTV monitors
- HD camera and speakerphone
- Mac mini running the ZoomPresence software
- iPad running the ZoomPresence controller app



Meeting List

You can start any scheduled meeting from your meeting list on the iPad controller. To do so:

- Click the **Meeting List** icon on the menu bar
- Click your **scheduled topic** on the meeting list
- Click **Start** to start the meeting
- Click the **refresh icon** next to the date if you have recently updated any meetings on your calendar
- For more information on how to schedule your meetings from the calendar please see pages 10-14

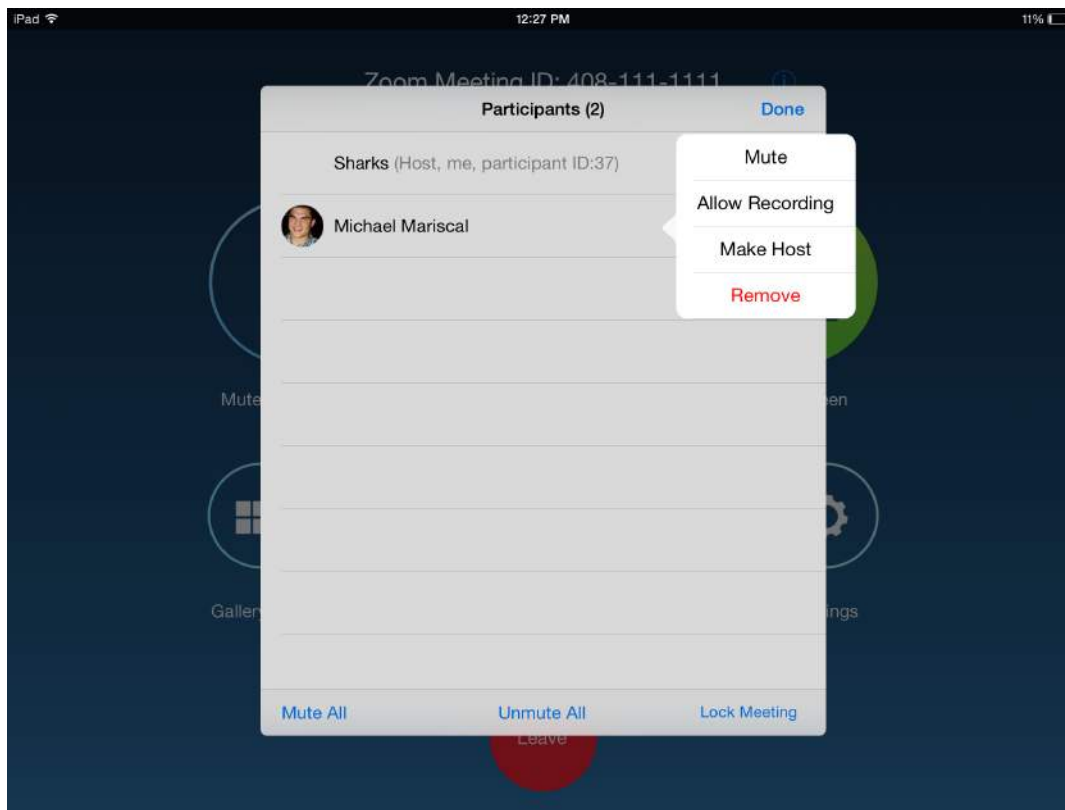


Meeting Controls

When you are in the meeting, you will see the following meeting controls:

- Click **Mute Microphone** to mute your audio
- Click **Stop Video** to disable your video
- Click **Share Content** to share content from your laptop or mobile device
- Click on **Gallery View or Speaker View** to change your video display layout
 - Gallery view shows all attendees in a grid
 - Speaker view shows active speaker and thumbnail videos
- Click **Manage Participants** to perform the following:
 - Mute or unmute, grant host control, allow record or remove participants
 - Mute or un-mute all participants and lock the meeting
- Click **Invite** to invite additional rooms or contacts
- Click on the **“i” (information icon)** next to Zoom Meeting ID to view your meeting info for others to join

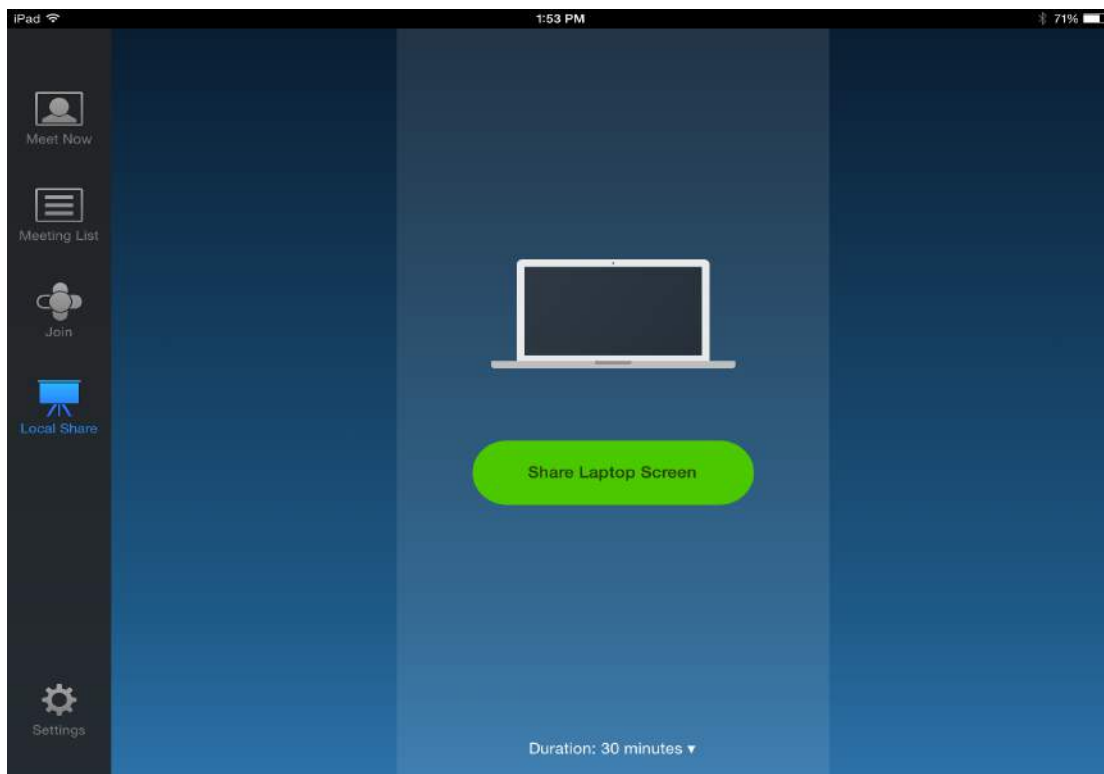
zoompresence

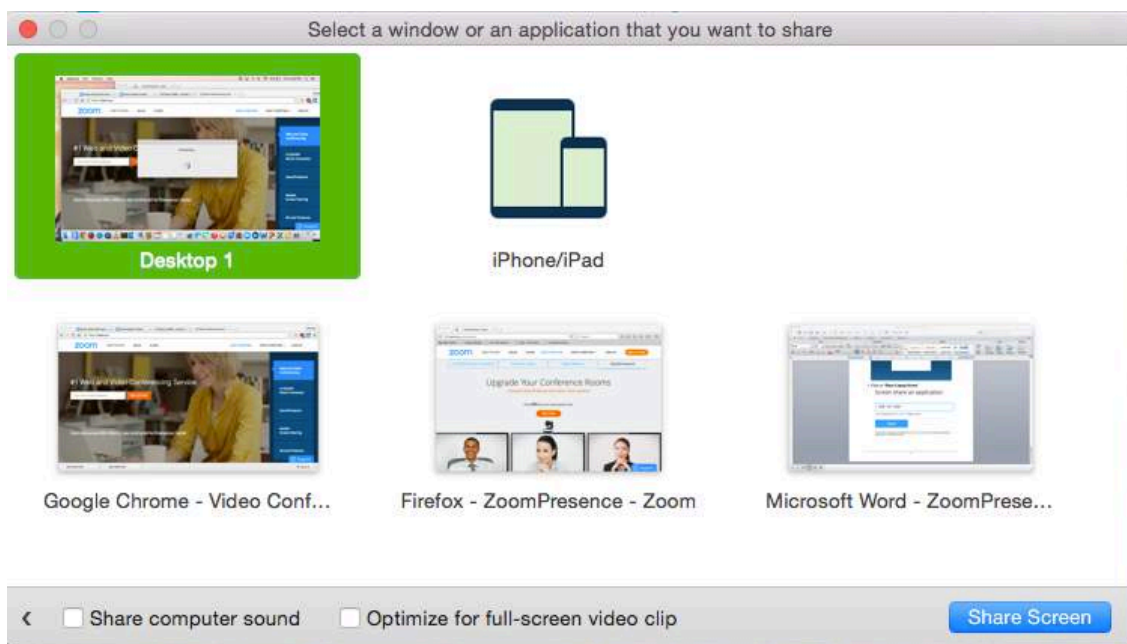
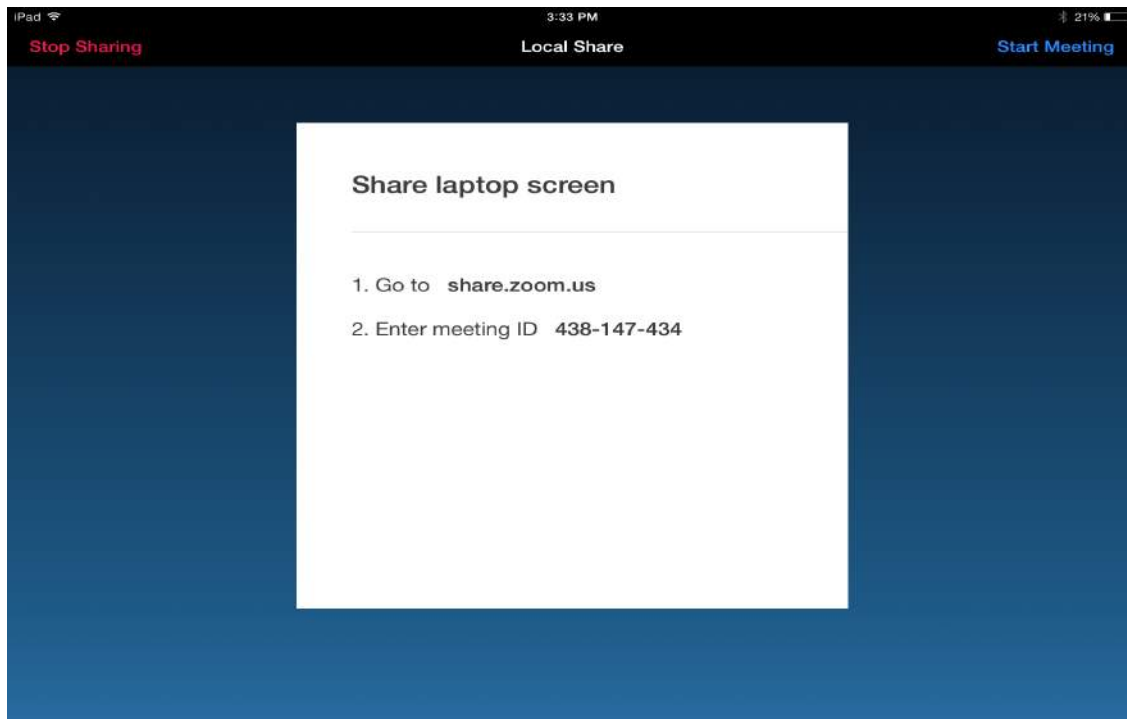


Local Share

You can wirelessly screen share your laptop or mobile device via Local Share. To start:

- Click on **Local Share > Share Laptop Screen**
- Open a browser and go to **share.zoom.us**
- Enter the Meeting ID
- Select application or window to share

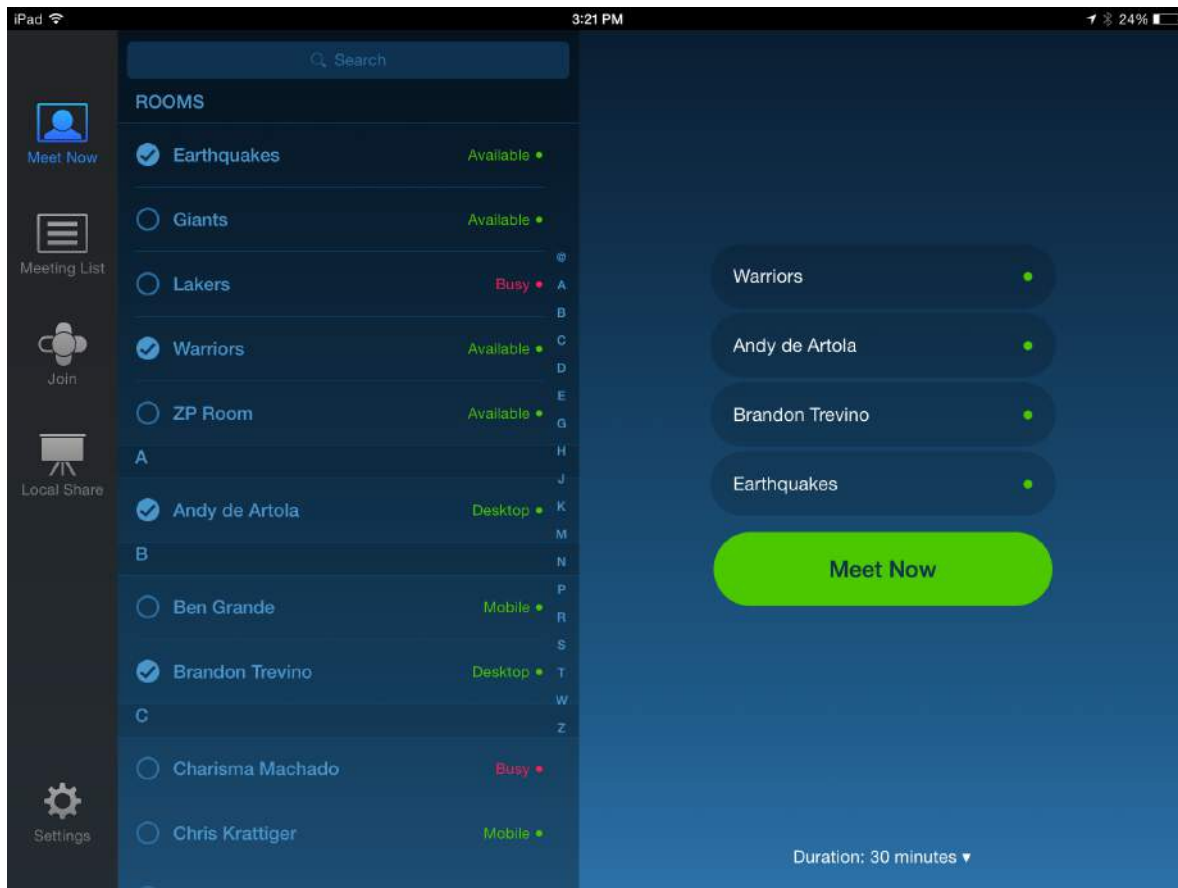




Meet Now

You can start an instant meeting with any room or contact. To start:

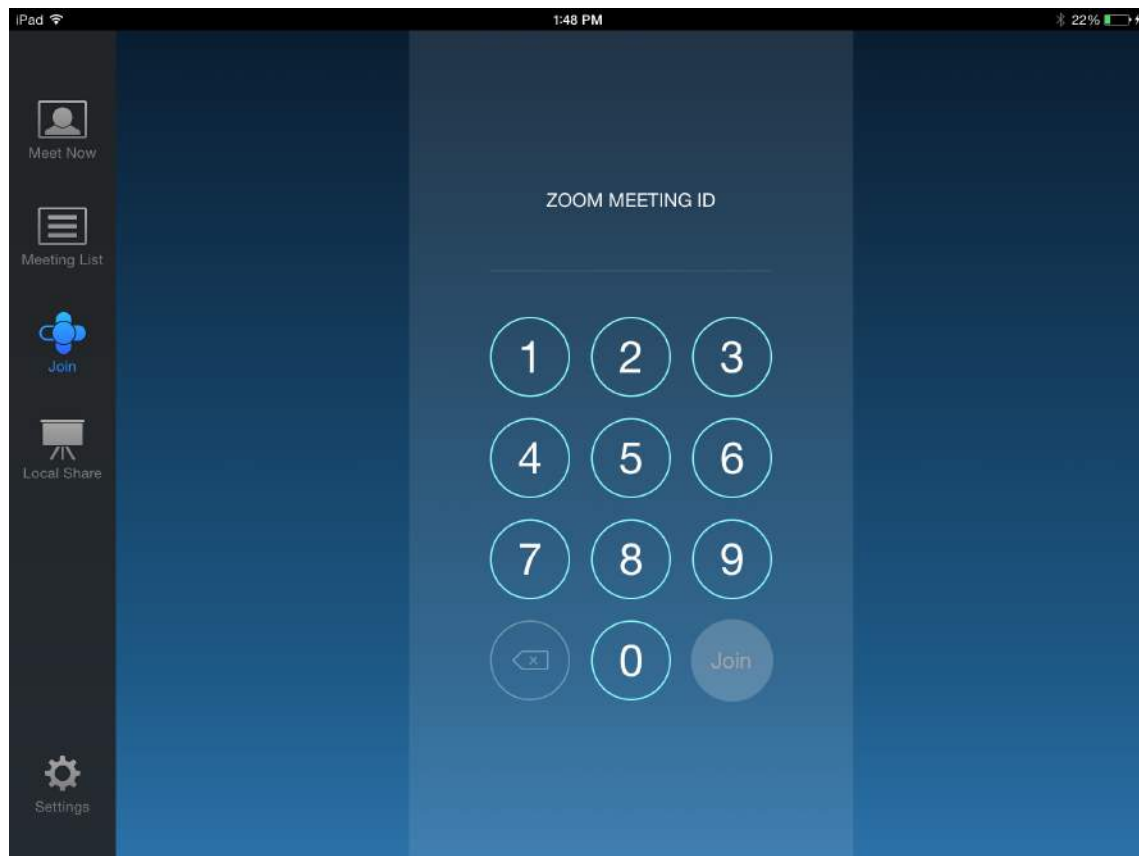
- Click the **Meet Now** icon the menu bar
- Select the rooms and/or contacts you would like to invite to your instant meeting
- Click **Meet Now**
- Meet Now will always start using your room's Personal Meeting ID



Join a Meeting

You can join any meeting by entering the meeting ID. To join:

- Click on the **Join** icon on the menu bar
- Enter the Meeting ID
- Click **Join**

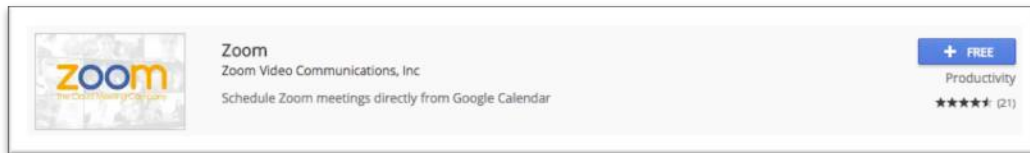


Schedule a Meeting

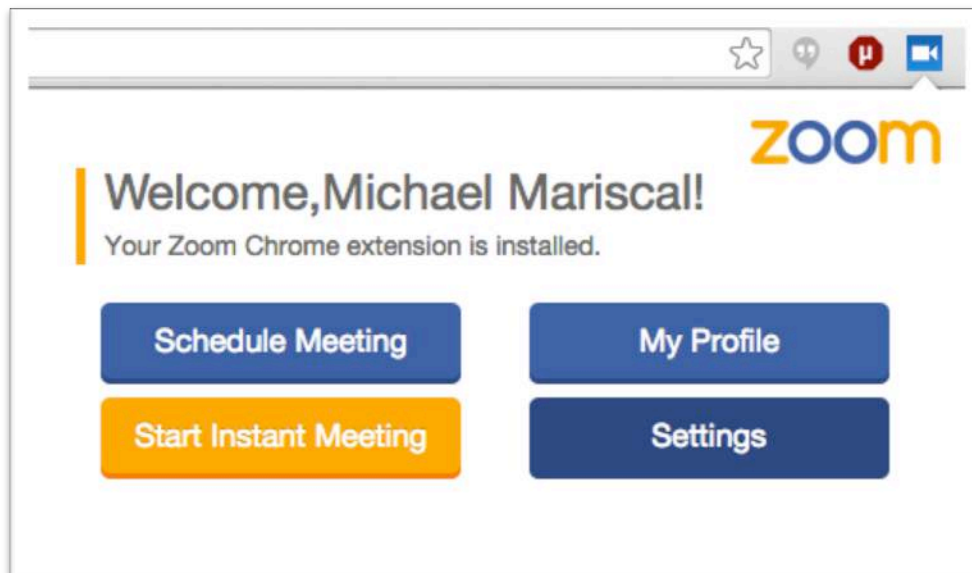
There are 3 ways to schedule a meeting for your conference room; Chrome Extension, Web or Zoom Client.

A. Schedule with Chrome Extension:

- Download **Zoom Chrome Extension** from Google Chrome web store

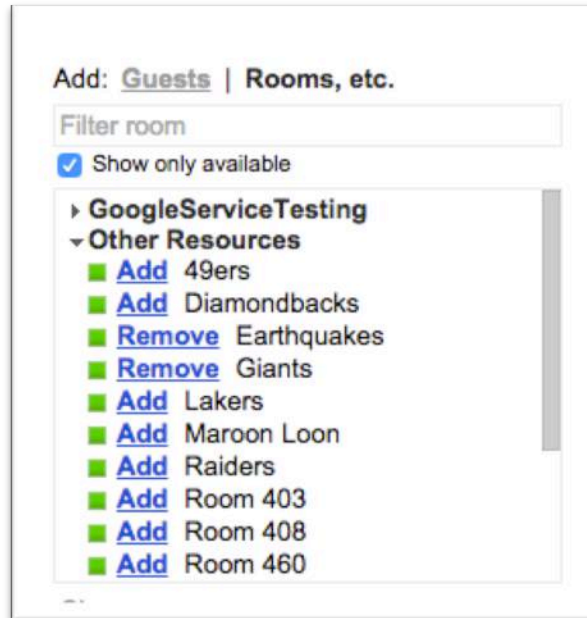


- Click the Zoom Chrome Extension **icon** to login



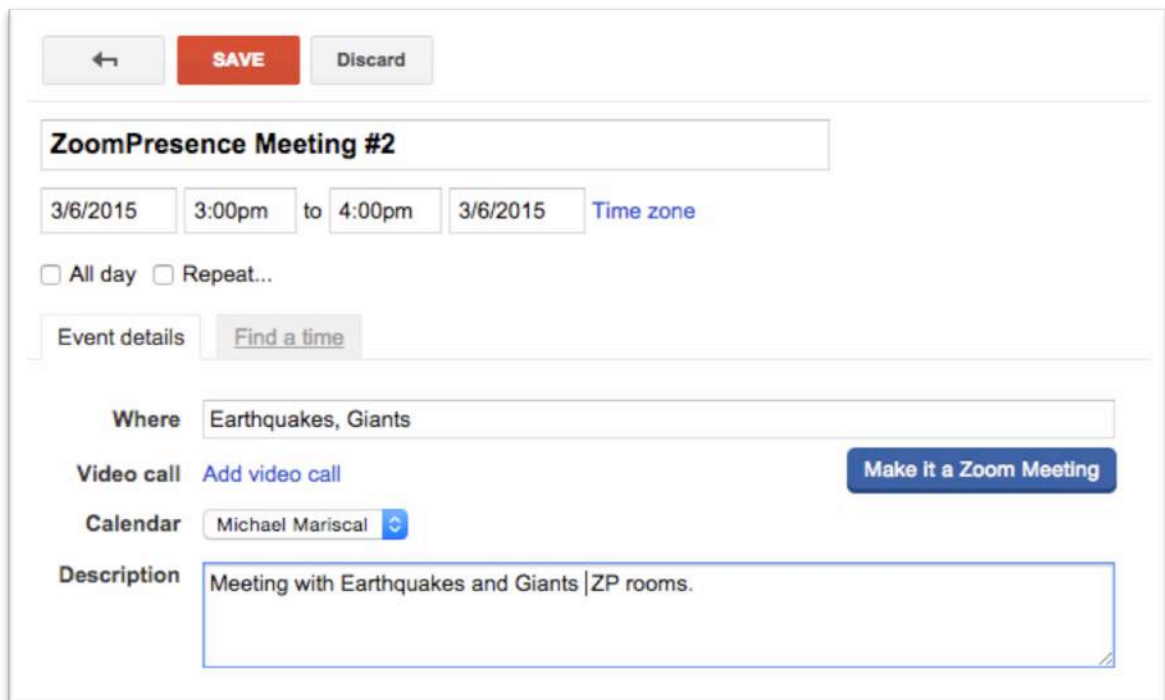
- Click **Schedule Meeting** or add an event on your Google Calendar
- Edit topic and select the time and date

- Add the conference room/s under **Rooms**



The screenshot shows a modal window titled 'Add: Guests | Rooms, etc.' with a 'Filter room' input field. A checkbox labeled 'Show only available' is checked. Below, a list of resources is shown under the heading 'Other Resources'. The list includes: 'Add 49ers', 'Add Diamondbacks', 'Remove Earthquakes', 'Remove Giants', 'Add Lakers', 'Add Maroon Loon', 'Add Raiders', 'Add Room 403', 'Add Room 408', and 'Add Room 460'.

- Click **Make it a Zoom Meeting** to generate the Meeting ID



The screenshot shows the 'Event details' form in ZoomPresence. At the top are buttons for navigation (back arrow), 'SAVE' (in a red box), and 'Discard'. The main title is 'ZoomPresence Meeting #2'. Below this, the date and time are set to '3/6/2015 3:00pm to 4:00pm 3/6/2015', with a 'Time zone' link. There are checkboxes for 'All day' and 'Repeat...'. Below these are tabs for 'Event details' (selected) and 'Find a time'. The 'Where' field contains 'Earthquakes, Giants'. The 'Video call' section has a link 'Add video call' and a prominent blue button 'Make it a Zoom Meeting'. The 'Calendar' field shows 'Michael Mariscal' with a dropdown arrow. The 'Description' field contains the text 'Meeting with Earthquakes and Giants | ZP rooms.'.

B. Schedule from the Web

- Login to <http://zoom.us/signin>
- Click on **My Meetings**
- Click on **Schedule a Meeting**
- Edit Topic and select your time and date
- Click **Schedule**

My Meetings

Upcoming Meetings Previous Meetings [Schedule a Meeting](#)

[Join a meeting from a H.323/SIP room system](#)

Date	Time	Topic	Meeting ID	
Personal Meeting Room		Michael Mariscal's Personal Meeting Room		Start Pairing
Mar 9, 2015	8:00 AM	(28413)		Start Pairing Delete
Mar 12, 2015	1:00 PM	(27888)		Start Pairing Delete

- Click **Add to Calendar** and select Google Calendar

Manage "My Meeting"

Topic: My Meeting

Time: Mar 8, 2015 11:00 PM (GMT-7:00) Pacific Time (US and Canada)

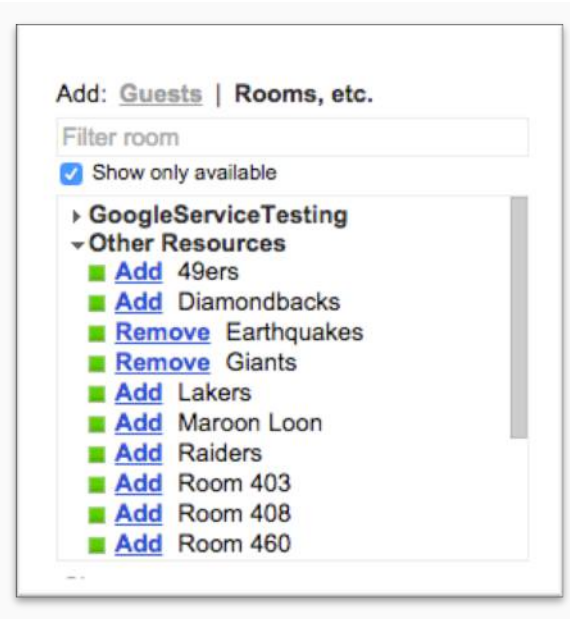
[Add to calendar](#)

Meeting ID:

Host Video:

- Google Calendar
- Outlook Calendar (.ics)
- Yahoo Calendar

- Add the conference room/s under **Rooms**



C. Schedule with Zoom Client:

- Open your Zoom application on your PC or Mac
- Click **Schedule**
- Edit Topic and select your time and date
- Select **Google Calendar**

The screenshot shows the 'Zoom Cloud Meetings - Schedule a Meeting' window. The 'Topic' field is set to 'ZoomPresence Meeting'. Under the 'When' section, the 'Start' time is '3/ 6/2015, 11:00 AM', 'Duration' is '1 Hr 0 Min', and 'Time Zone' is '(GMT-08:00) America/Los_Angeles'. The 'Recurring meeting' checkbox is unchecked. In the 'Video (when joining a meeting)' section, 'Host' and 'Participant' are both set to 'On'. Under 'Audio Options', 'Both' is selected. In the 'Meeting Options' section, 'Require meeting password' is unchecked, 'Enable join before host' is checked, and 'Use Personal Meeting ID' is unchecked with the ID '650-575-7649'. In the 'Calendar' section, 'Google Calendar' is selected. A 'Schedule' button is at the bottom right.

- Add the conference room/s under **Rooms**

The screenshot shows the 'Add: Guests | Rooms, etc.' window. It has a 'Filter room' search bar and a checked 'Show only available' checkbox. Below, there are two expandable sections: 'GoogleServiceTesting' and 'Other Resources'. Under 'Other Resources', there is a list of rooms with 'Add' or 'Remove' buttons: 49ers, Diamondbacks, Earthquakes, Giants, Lakers, Maroon Loon, Raiders, Room 403, Room 408, and Room 460.

Assistance

If you require technical assistance, please contact:

- Helpdesk: xxx-xxx-xxxx
- Email: xxx@xxx.xxx
- Website: xxx.xxxx

