Using Zoom in Room 140:

**In advance of your meeting:**

1. Schedule your Zoom meeting in your Zoom account. If you know you will want to get ready for your meeting early on the day of, change your Zoom setting to allow participants to join 10 or 15 minutes early (this setting is under "meeting options"). Otherwise, the default for "joining" is five minutes.
2. Send a meeting request from your Outlook calendar (https://wiscmail.wisc.edu) including the full Zoom conference details to the **Nelson Institute – Science Hall Room 140.** Use the "Required" field for the room and make the "Location" nies.140.science.hall@nelson.wisc.edu . You can include other required and optional attendees if you wish.

3. On the day of the Zoom Meeting have your Zoom Meeting ID number, the Zoom Meeting passcode (if required), and your Host Key handy if you are hosting. You can obtain your Host Key by going to https://zoom.us/profile. You will need this information to run the Zoom Meeting.

4. If you will be sharing your screen during the meeting, bring a laptop. You will join the Zoom meeting on the laptop as usual, i.e., as if you are attending virtually. You **do not** need to plug into the control panel in Room 140. You can join the same Zoom meeting multiple times from different devices.

Shortly before the Zoom Meeting:

The control panel in Room 140 will show an orange icon labeled "Room Calendar." Press the "Room Calendar" icon. Five or ten or 15 minutes before your meeting is scheduled to begin (remember: the number of minutes "early" depends on what you set up in Zoom under meeting options), a green "Join" button will appear next to the meeting information.
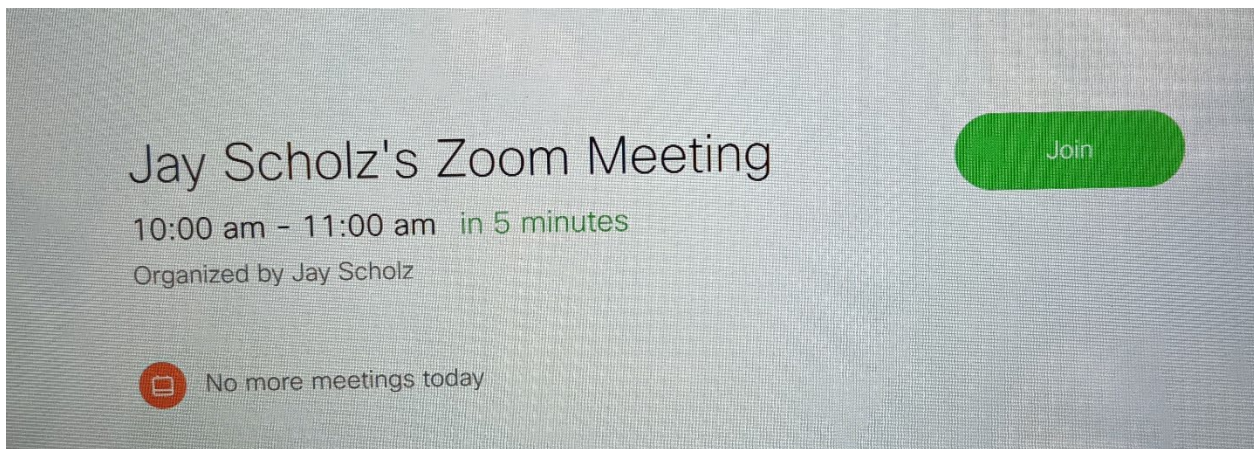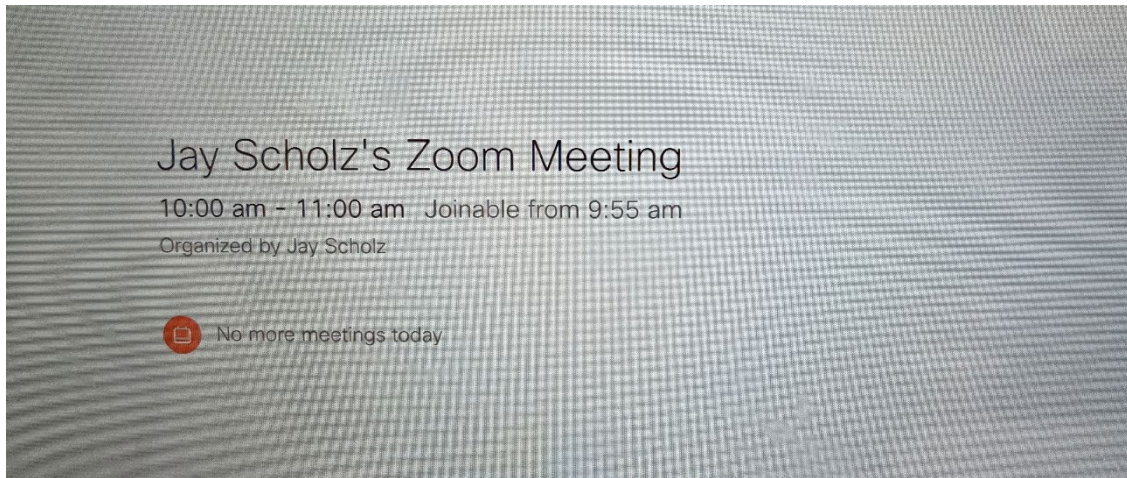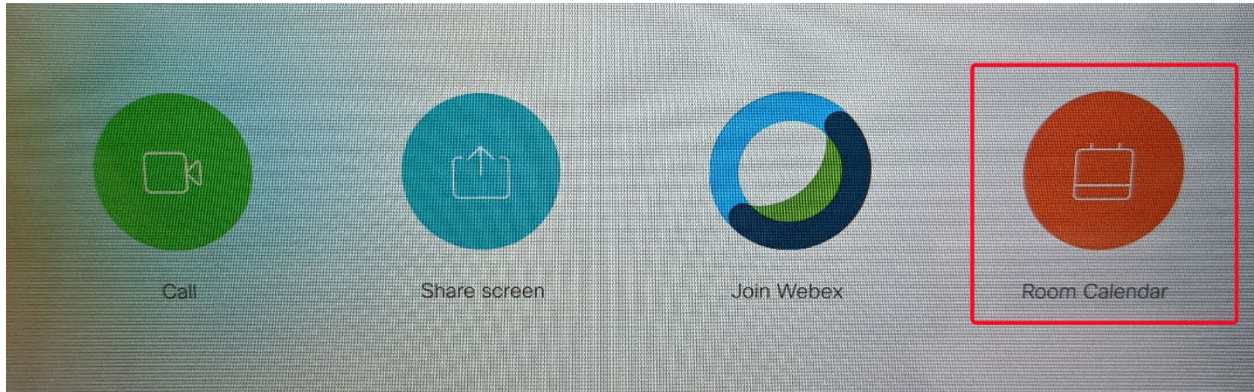
1. Using the Keypad, input the Zoom Meeting ID. If you are the meeting host, enter the Host Key (it might not ask for this information!). Use * for backspace and # to Join. There is a slight delay from the touch panel to the TV when entering numbers so go slowly.
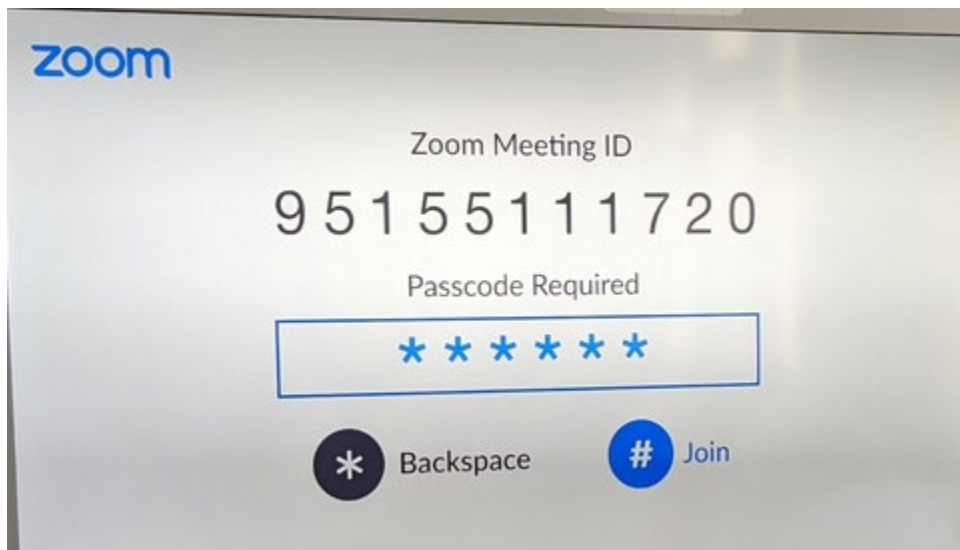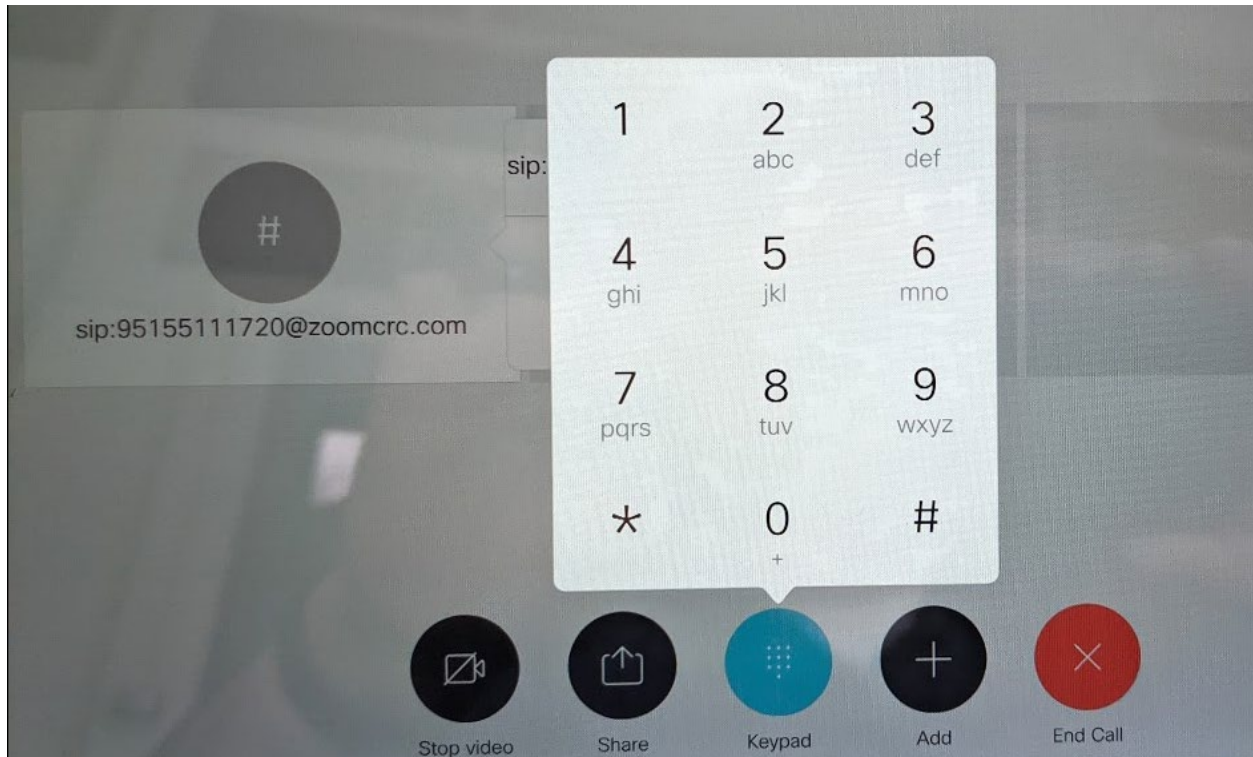
2. As the meeting host, you can use # and 1 on the keypad to admit people from the waiting room, list participants, raise your hand, etc.

During the Zoom Meeting:

1. The volume control for the room's speakers is on the touch panel in the bottom right corner. There is also a mute button there, along with a mute button on each microphone. One mute

button will mute the entire system at once for the entire system.

2. Pressing # and 1 on the Keypad will bring up the Zoom Meeting menu. The meu will timeout after 15 seconds or you can press ***** to exit the menu. The table below shows the number and functions of each key:

# 1 Zoom Meeting Menu	
Key	**Function**
1	**Change Video Layout**. This will arrange the speakers/participants in the Zoom call in varying ways on the TV screens in Room 140
2	**Unmute Microphone**. Another option for muting and unmuting the microphone, however using the built-in mute buttons on the microphones and/or the touch panel is much easier.
3	**Raise/Lower Hand**. Same function as normal Zoom Client to raise one's hand to get attention.
4	**Start/Stop Camera**. Used to start and stop the camera from showing participants in Room 140.
5	**Start/Stop Recording**. Starts or stops the Zoom recording function.
6	**Show Participants**. Shows the people participating in the meeting.
7	**Meeting Host Options**. Allows access to additional Zoom host options.
8	**Language Interpretation**. Has not been tested/used.
9	**Meeting Information**. Self-explanatory.
0	**More Options**. Allows for advanced Zoom configuration beyond the scope of this support document.
*	**Exit Menu.** Returns to the main Zoom screen.

3. Shared items will appear on the side TVs and virtual participants will be on the center TV. The host (or all participants, depending on your Zoom settings) can share their screen.

4. Once you are done with your meeting you can end the call to end the meeting. If you are the host this will remove everyone from the meeting room.