114 NS1 Zoom Guide

Before you begin, please make sure that if you are using a laptop for presentations, that laptop is registered for UCInet Mobile Access or Eduroam: https://www.oit.uci.edu/mobile/.

To register on-site, please connect to UCInet Mobile Access and visit: https://oit.uci.edu/reg to complete the express registration.

The best method for running a hybrid Zoom seminar in 114 is to run the Zoom from the lectern PC and either present slides from the PC OR join the Zoom from the presenter’s laptop. Here’s how to do that:

1. Start the system by pressing the on/off button on the control panel on the lectern. Select Screen Down to lower the projection screen.

2. Press the PC button to select the lectern PC.
3. The keyboard and mouse are in the lectern tray. You may need to wake it. If the lectern PC asks for a password, please restart the PC.
4. Once you are on the PC, open Zoom and log in to your Zoom account or join a meeting.
5. To log in to Zoom, select SSO from the login page, and enter uci as the zoom.us prefix. You will then be taken to a webpage to enter your UCInetID and password. You will then be logged in and prompted to launch Zoom.
6. Please launch Zoom and start your meeting.
7. Test the **speakers and audio**. Your settings should be:
   a. Speaker: Crestron (Intel® Display Audio)
   b. Microphone: Speakerphone AV Bridge Mini

![Your device is working properly!](image)

8. If you are presenting from a laptop, please **join the lectern Zoom meeting directly from the laptop** (don’t use any cables) by using the Zoom link or meeting ID.
9. Make sure the Zoom host gives co-host or **Screen Sharing** capabilities to the presenter.
10. If you need to **moderate the Zoom meeting**, please do it from the lectern PC or another device that has host or co-host capabilities in the meeting.
11. The **room’s camera** can be manipulated (Zoom in or out, tilt or pan) via the black remote on the lectern.
12. There is a lavalier **microphone** on the lectern or in the drawer on the left side. 1114 also has **in-ceiling mics** that will pick up audio from the speaker and audience. These can be muted with the circle button on the lectern. The ceiling mics will have a red light when muted.
13. Please **turn off the system** using the on/off button when finished.

   If you need help, please call the help desk at 949-824-3555 or email bcshelp@uci.edu.