

UCLCC ROOM HOSTING A ZOOM MEETING

Remote & In-Person Participants

1

STARTING A MEETING:

Touch “[Start Meeting](#)” on the control panel.



2

REMOTE PARTICIPANTS:

Remote users should be able to join the meeting from the meeting link they were provided.

You can also directly invite users through clicking the three dots then “[Invite](#)” and type in their email address.

3

SHARING CONTENT:

After starting the meeting, you can then share content from your personal device:

1. [HDMI CABLE](#): Use the HDMI cable provided.

2. [WIRELESSLY](#): Navigate to share.zoom.us in the browser of your device OR tap “Share Screen” on your Zoom application.

4

ADVANCED SETTINGS:

ADJUSTING THE VIEW:

Touch the “View” button for multiple view options. Here you can choose to display Speaker, Gallery, Thumbnail, or content only. The views may be greyed out if there are no participants or no content being shared.

CAMERA ANGLE:

Adjust the camera view using the “Camera Control” button

RECORDING:

To record your meeting, please ask for assistance.

5

SECURITY:

Once your meeting has started you have security options to keep your it secure from unwanted guests or activity.

Tap the “Security” button to access controls. You can limit or suspend participant activities, enable a waiting room or lock the meeting to new guests.

6

ENDING THE MEETING:

Please “End Meeting” when you are done and leave the equipment powered on!

ADDITIONAL INFORMATION:

WIFI:

Wi-Fi Network Name: UCOP
*For non-UC visitors,
unsecured*

- [Username](#): ucop guest
- [Password](#): welcome

UCLCC CONTACTS:

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TECHNICAL ASSISTANCE

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JOINING ANOTHER ZOOM MEETING

1

JOINING A MEETING:

Touch “Join” on the control panel.



Then, enter the meeting ID that you have been given from the host.

2

SHARING CONTENT:

After starting the meeting, you can then share content from your personal device:

1. HDMI CABLE: Use the HDMI cable provided.
2. WIRELESSLY: Navigate to share.zoom.us in the browser of your device OR tap “Share Screen” on your Zoom application.

3

ADVANCED SETTINGS:

ADJUSTING THE VIEW:

Touch the “View” button for multiple view options. Here you can choose to display Speaker, Gallery, Thumbnail, or content only. The views may be greyed out if there are no participants or no content being shared.

CAMERA ANGLE:

Adjust the camera view using the “Camera Control” button

RECORDING:

To record your meeting, please ask for assistance.

4

LEAVING THE MEETING:

Please “Leave Meeting” when you are done and leave the equipment powered on!

ADDITIONAL INFORMATION:

WIFI:

Wi-Fi Network Name: UCOP
*For non-UC visitors,
unsecured*

- Username: ucop guest
- Password: welcome

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