Zoom Room Control Instructions
1. To share your screen press the HDMI/Solstice icon.
1. Simply plug in the HDMI cable or use Solstice (system will default to Solstice if HDMI cable is not plugged in).

1. If using Solstice follow on-screen instructions.

**Applications like Skype, etc.**

1. Select HDMI/Solstice.
2. Plug in table HDMI Cable or use Solstice.

1. Plug table USB cable into laptop.

1. Use video conferencing application of your choice. Be sure to go into the video conferencing application settings to be sure you are using the in room mic and camera.

1. To start a Zoom Meeting or use room conference Phone select Zoom/Phone icon.

1. Then press the Home icon on right of screen to enter the Zoom Room Controls.
1. Please review the Zoom Room interface instructions. (page 5)

**Meet now**

1. To start an instant meeting in the room, select the “Meet Now” menu icon.

1. Select “Meet Now” button.
2. You should now be in the Zoom meeting. For more information about meeting controls please see the section on "Zoom in meeting controls". (page 7)

1. Select "Join" on the left menu bar.

1. Dial the Zoom Meeting ID then press Join.

1. You should now be in the Zoom meeting. For more information about meeting controls please see the section on "Zoom in meeting controls". (page 7)
Select the Phone icon on the left menu bar. Be sure to dial 9 if dialing outside of Yale.