

How to Present in the Blue Room:


Set Up & Turn on the mouse, keyboard & tablet

To operate the **Projector Screen**:

On the **tablet home screen**, select **Control4**  > **Watch** > **Motorized Screens** > **Motorize Screen** to "Down"

If using the PC ONLY:


Use the white remote controller to TURN ON PROJECTOR (remote also controls room sound system)

If using ZOOM  *Note: User must be connected to Chamber Conference WIFI & use Chrome browser

1. With the conference room PC, click on the **dark blue Zoom icon**  **on the bottom task bar**
2. With the conference room TABLET, use the ON button to activate the screen
3. Select the Zoom Room Controller icon  on the tablet home screen
 - a. *If you requested a Zoom meeting to be created with your Conference Room booking, the scheduled meeting will be listed in the meeting list*
 - b. *If you are using your own Zoom account for a Zoom meeting, On the tablet, Select **"Join" and enter your meeting ID** & follow prompts to connect your meeting to the Conference Zoom Room*

To Present/Share Screen in Zoom USING YOUR OWN DEVICE

*Note: User must be connected to Chamber Conference WIFI & use Chrome browser

1. With the conference room PC, click on the **dark blue Zoom icon**  **on the bottom task bar**
2. On your device, open a browser (Google Chrome)
2. Type in the address bar "share.zoom.us"
3. Click on **"Enter a Sharing Key"** to present (This will launch the installer)
4. It will ask you for a sharing key
 - a. Find the Sharing Key by touching "Share Content" on the TABLET in the Zoom App
 - b. Enter the key

If using TEAMS

1. With the PC, click on the Microsoft Teams Icon. 
2. Login into **your** Microsoft Teams App on the PC
3. Participants can Share Screen following Microsoft Teams instructions.

When finished with PC, Turn off mouse, keyboard & projector, and set projector screen to UP

Thank you!