

# Setting up a Zoom room 2 ways

1. With your own zoom meeting

Allowing for you to host while having other computers plugged into the  
Zoom Room Hub

2. With a zoom meeting hosted by the Zoom Room Hub

By: Frederik Henriksen

# Overview of nr 1.

This is preferable in TØ hybrid teaching situations, where you need host privileges, but still want to be able to use your computer while the students present.

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Start meeting and find meeting ID.

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Start the Zoom Room Hub

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Joining the meeting

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Check for permissions

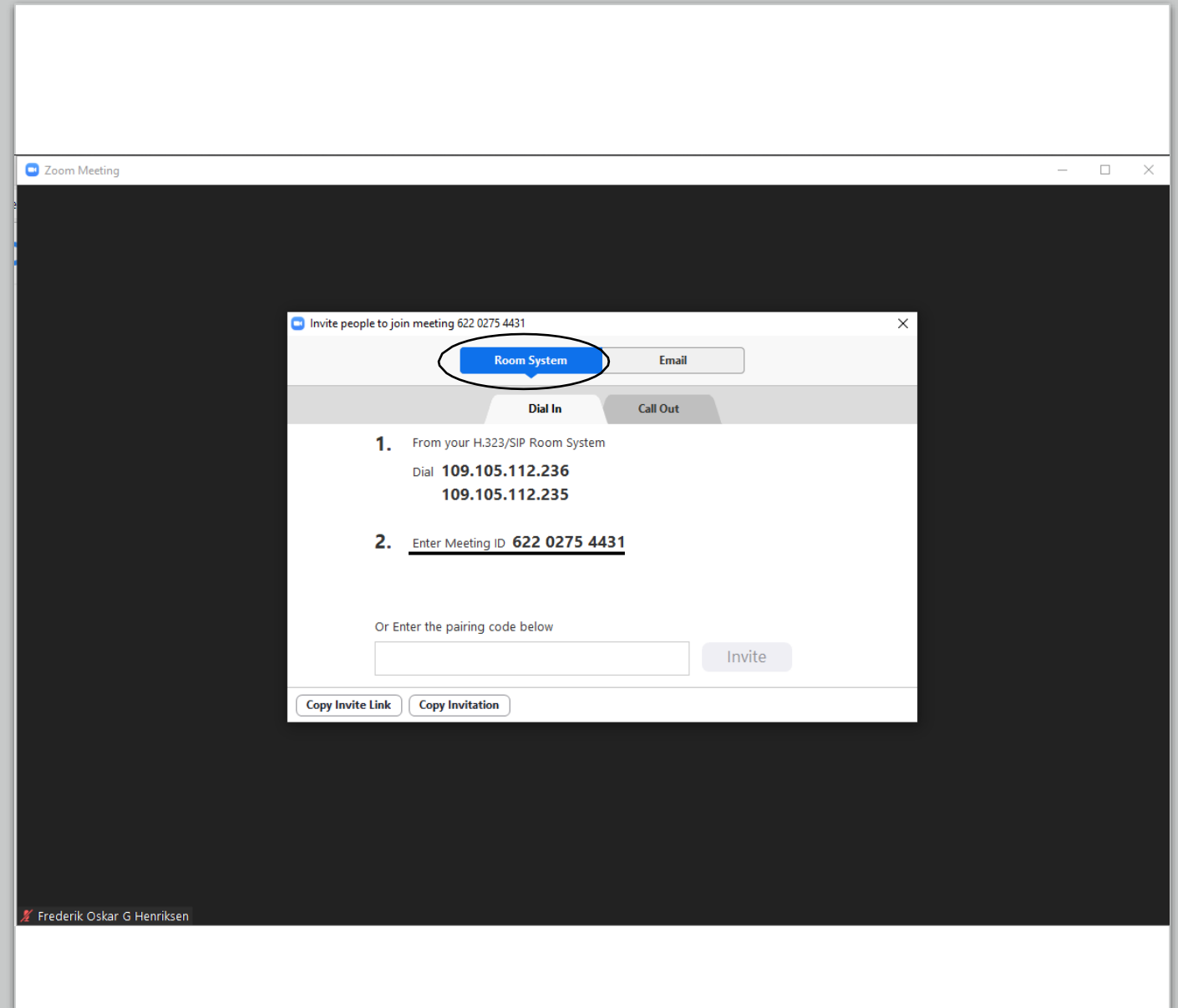
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Cool extra features  
(same for both)

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# Starting meeting and finding meeting ID

- To start a zoom meeting go to [aarhusuniveristy.zoom.us](https://aarhusuniveristy.zoom.us) and press host meeting (you will be asked to login through WAYF).
- When in the meeting room press Alt+I (command+i on mac) to pull up the invitation menu and select the “Room System” tab.
- At point nr 2 is your unique meeting ID.  
(different layout on mac, with meeting ID under point 1).
- this is also where you can copy the link to give to the students.



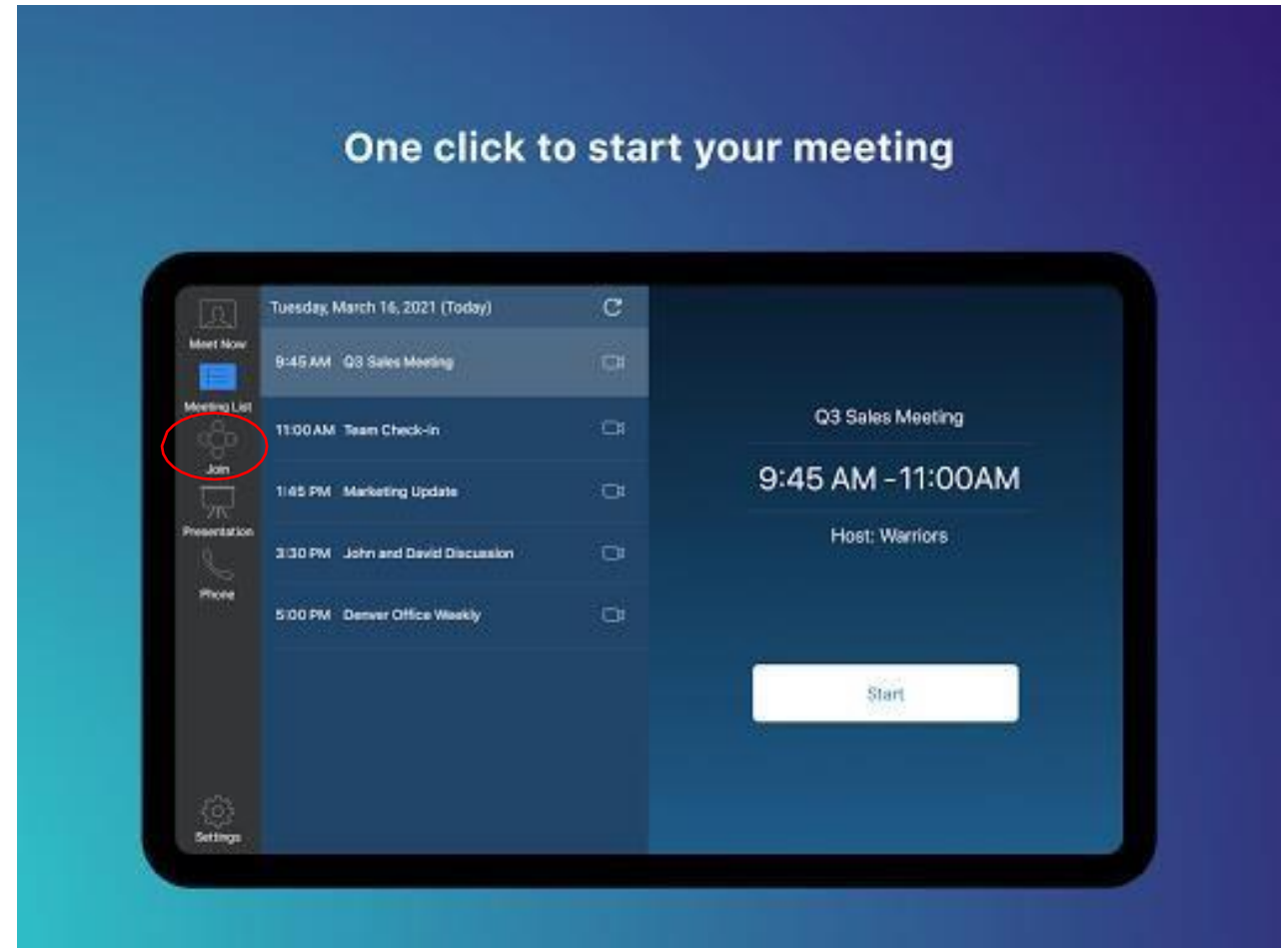
# Start the zoom room hub

- Most of them are already on, but if they are not.
1. Click on top of the hub, a line of light will turn on when you have hit the right spot.
  2. Make sure the accompanying TV is plugged in as well.



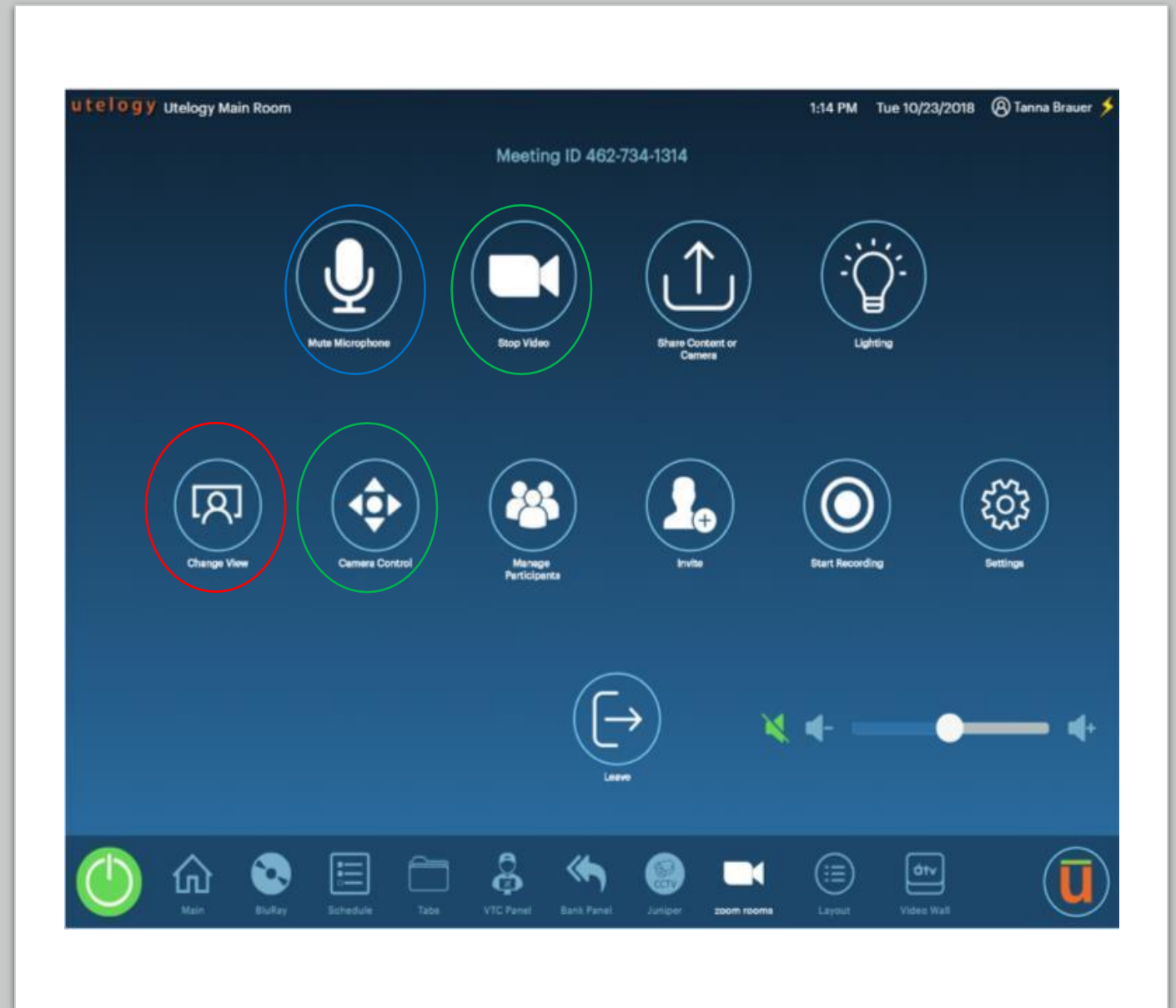
# Joining the meeting

- Before doing this, make sure that your mic is muted and your volume is turned off, as well as any present students who have joined the meeting. Otherwise, horrible feedback will destroy your ears!!
1. On the hub, press “join”.
  2. Enter your meeting ID from earlier.



# Check for permissions

- To make sure that the Zoom Room has all the permissions needed for optimal flow try the following:
- Changing views, especially the “content only” view when a computer is plugged into the system. \*
- Being able to unmute itself. \*
- Being able to turn on its camera, as well as controlling the camera. \*
- (Note that the menu showcased is somewhat different from ours, but the relevant buttons look the same)



# Overview of nr 2.

This is preferable in group meetings and seminars, where you do not need to be the host.

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Start the Zoom Room Hub

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Start meeting and find meeting ID.

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Joining the meeting

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Check for permissions

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Cool extra features

# Start the zoom room hub

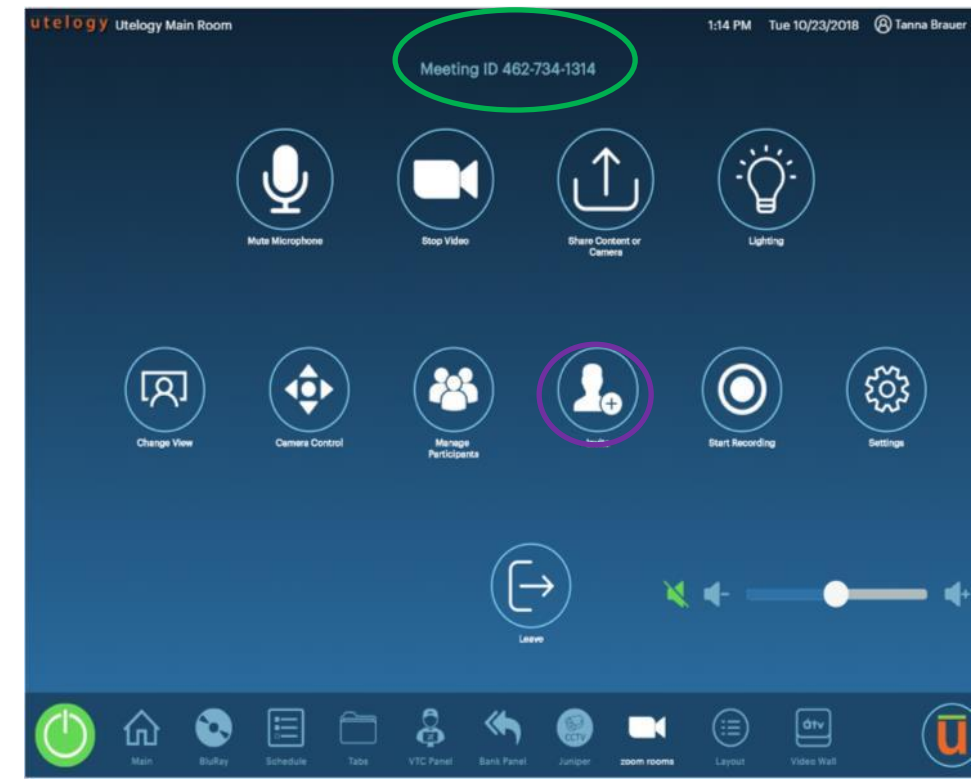
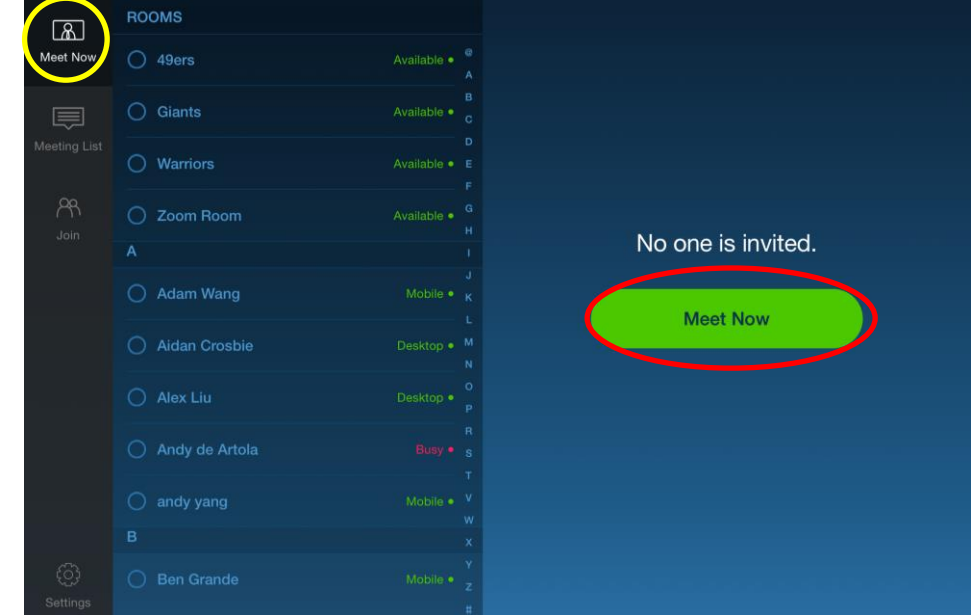
- Most of them are already on, but if they are not.
1. Click on top of the hub, a line of light will turn on when you have hit the right spot.
  2. Make sure the accompanying TV is plugged in as well.





# Starting the meeting and finding the ID

- Press the “Meet Now” button\*.
  - It should be visible by standard, if not, go to the “Meet Now” tab\*.
- The zoom room will then host a zoom meeting.
- The meeting ID should now be visible at the top of the screen\*.
  - If this is not the case press the “invite” button, and the ID should appear\*.





# Accessing a zoom Room meeting

- Open your Zoom app on you PC or go to [aarhusuniversity.zoom.us](https://aarhusuniversity.zoom.us) in your browser.
- In app:
  - Press "join a meeting" and enter the meeting ID and set the name to be displayed.
  - Press "join"
- In browser:
  - Press "join"
  - Enter the meeting ID and press "join"



Join a Meeting

Sign In



## Video Conferencing

Join

Connect to a meeting in p

Host

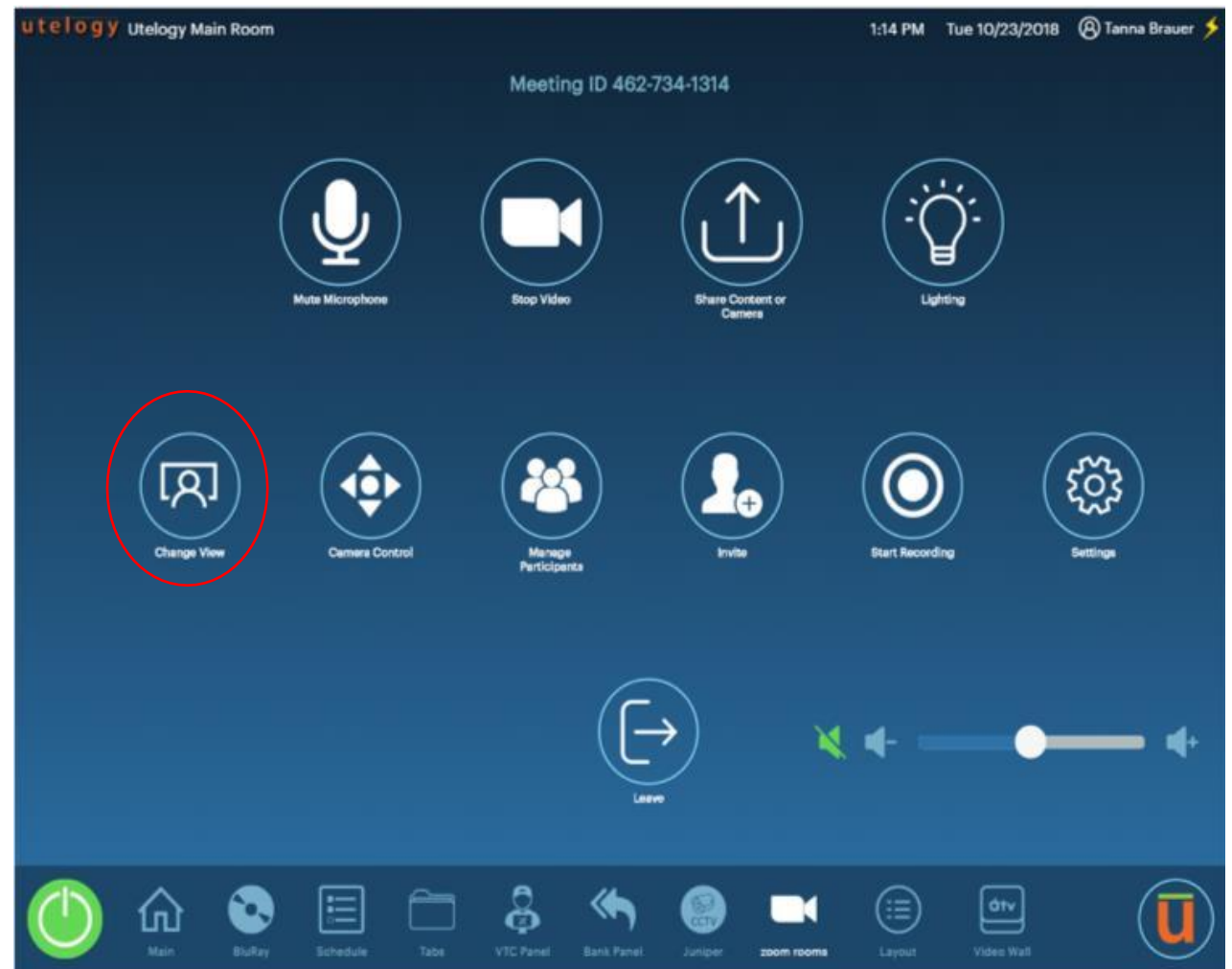
Start a meeting

Sign in

Configure your account

# Check for permissions

- As the zoom room is hosting, this should not be a problem, but always good to be shure, so try:
- Changing views, especially the “content only” view when a computer is plugged into the system. \*
- (Note that the menu showcased is somewhat different from ours, but the relevant buttons look the same)



# Cool extra features

- Under camera control it is possible to move the camera as well as zooming in on points of interest manually.
- Under camera control there is a feature called “Auto-Framing” clicking this allows the camera to automatically zoom in and follow you around the room. (it is a bit slow but works rather well in smaller rooms).

# Questions

If you have questions regarding the setup, feel free to contact me on my AU email:

[201906483@post.au.dk](mailto:201906483@post.au.dk)

This however might soon be outdated, so my personal email is also a possibility:

[fogh199962@gmail.com](mailto:fogh199962@gmail.com)

I will get try to respond as fast as possible.

