Setting up a Zoom room

With your own zoom meeting

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

By: Frederik Henriksen

Overview

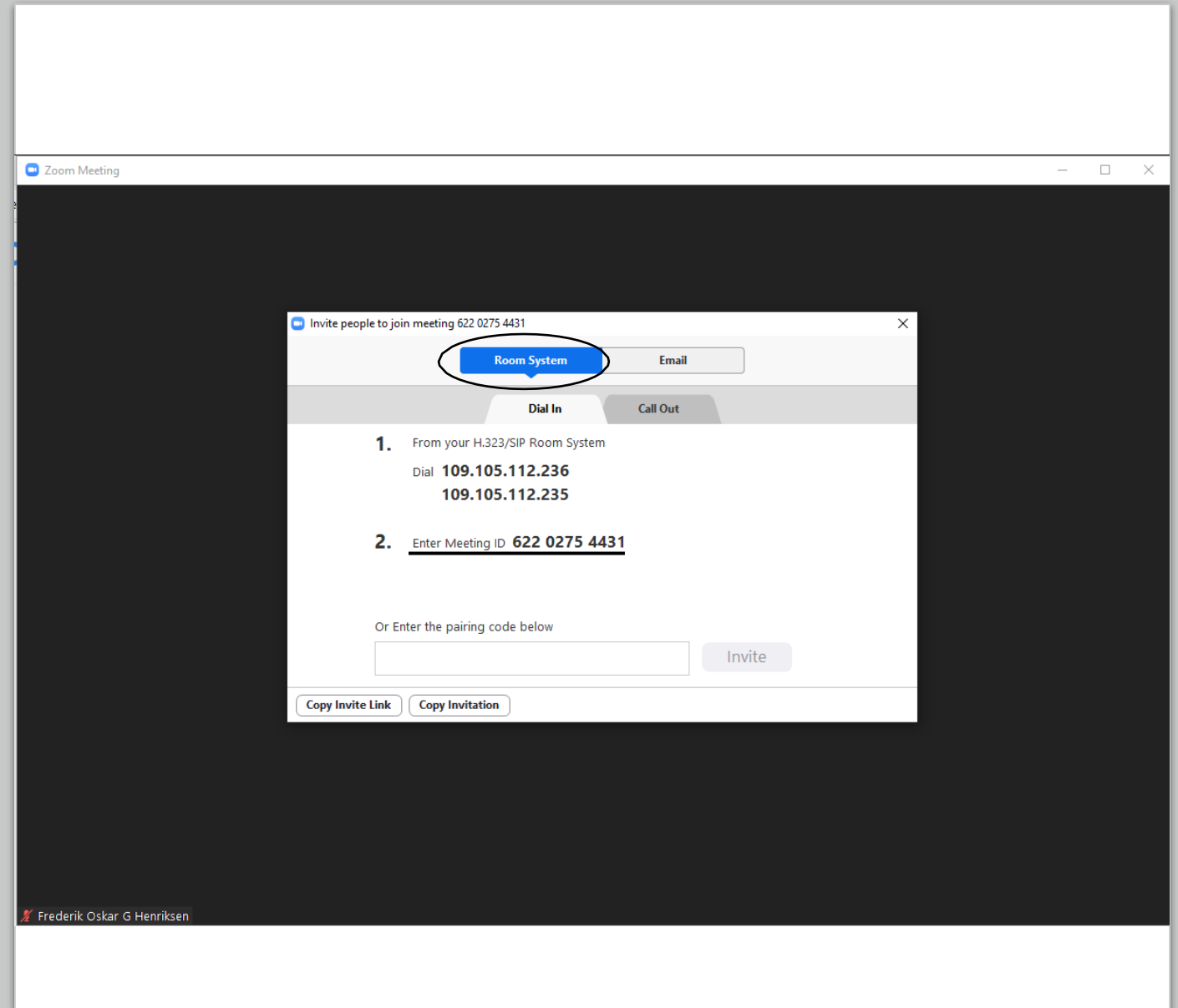Start meeting and find meeting ID.

Start the Zoom Room Hub

Joining the meeting

Check for permissions

Cool extra features

Starting meeting and finding meeting ID

- To start a zoom meeting go to aarhusuniveristy.zoom.us and press host meeting.

- 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.
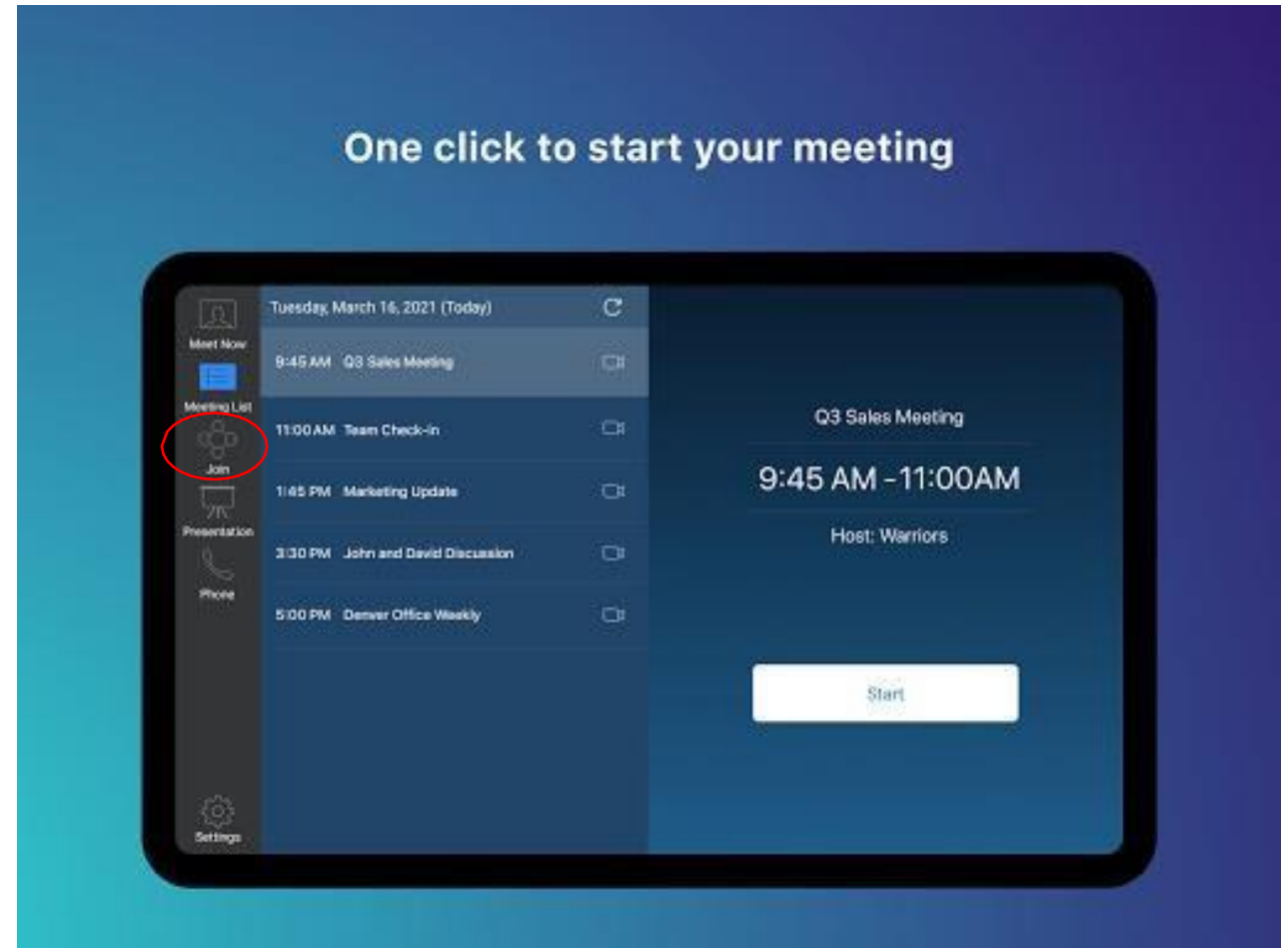
Start the zoom room hub

- 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.

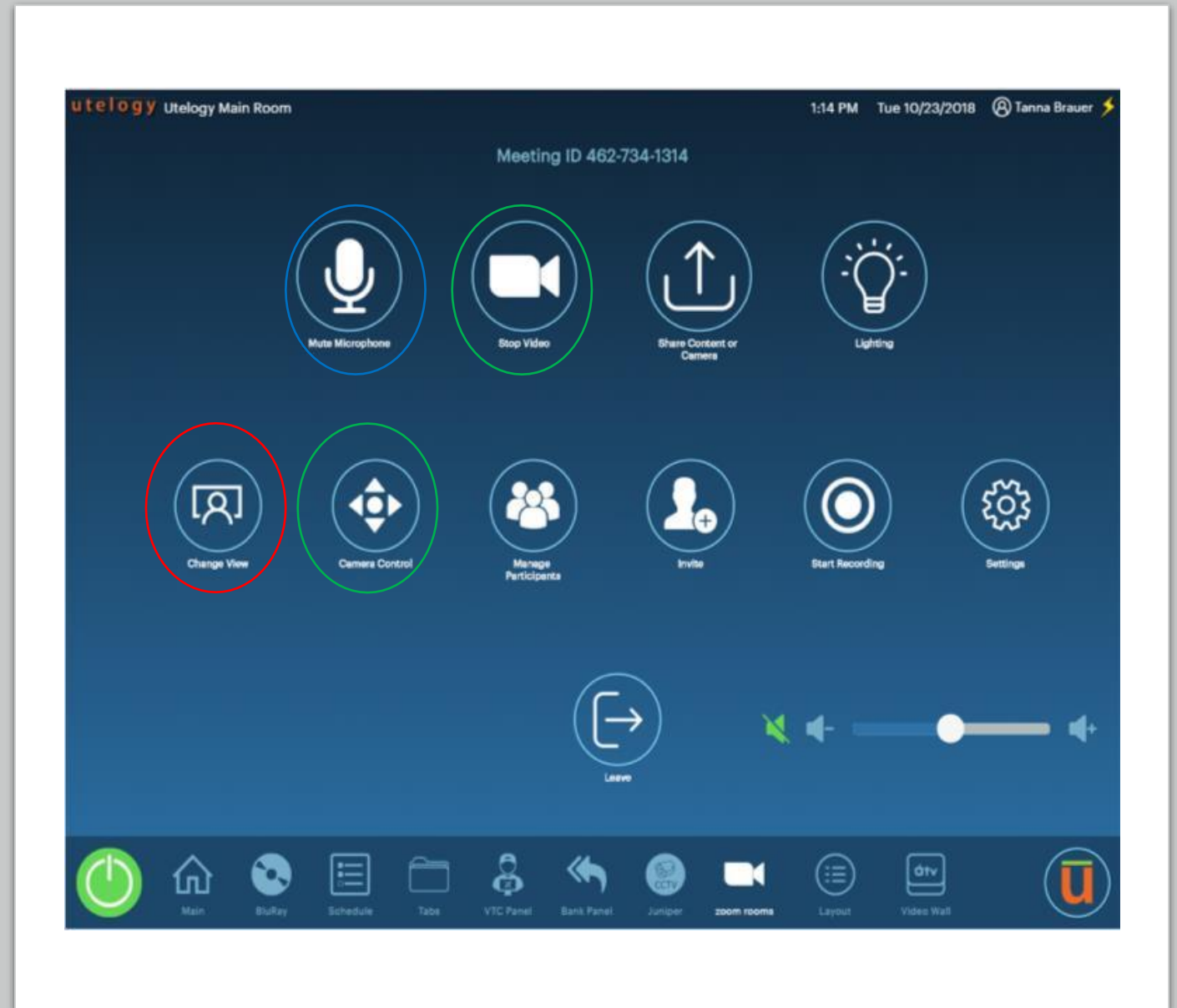2. Make sure the accompanying TV is plugged in as well.

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)

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

This however might soon be outdated, so my personal email is also a possibility:

fogh199962@gmail.com

I will get try to respond as fast as possible.