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## 1 Page Summary (Detailed Instructions On Latter Pages)

### Power:

Press “**System On/Off**” to turn the projector and TVs on and off.

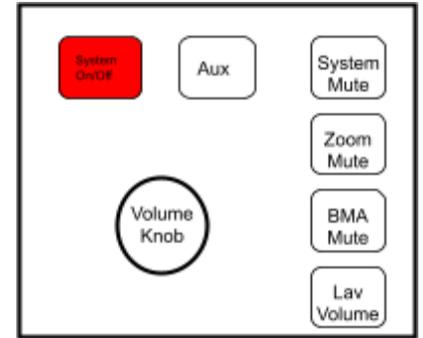
### Input:

“**Aux**” switches the input of the projector. This function exists for trouble-shooting.

### Volume:

“**System Mute**” mutes the entire system in the room.

“**Zoom Mute**” mutes the Zoom computer.



“**BMA Mute**” Mutes the ceiling-installed microphones. This can be used to isolate the Zoom Recording to only record the Lavalier microphone.

“**Lav Volume**” allows you to adjust the volume of the Lavalier microphone independent from the room.

## Zoom Meeting Controls

### Starting the Meeting:

- Press “New Meeting.” This will start the meeting.
- Others can join into the meeting by going to [asbury.to/zoom-\[ROOMNAME\]](https://asbury.to/zoom-[ROOMNAME]) (e.g. [asbury.to/zoom-sh408](https://asbury.to/zoom-sh408)) or typing in the meeting ID listed.

### Sharing Content:

- Our HDMI-Capture devices automatically share anything you plug into the HDMI. The only way to unshare is to unplug from the HDMI.

### Managing Participants:

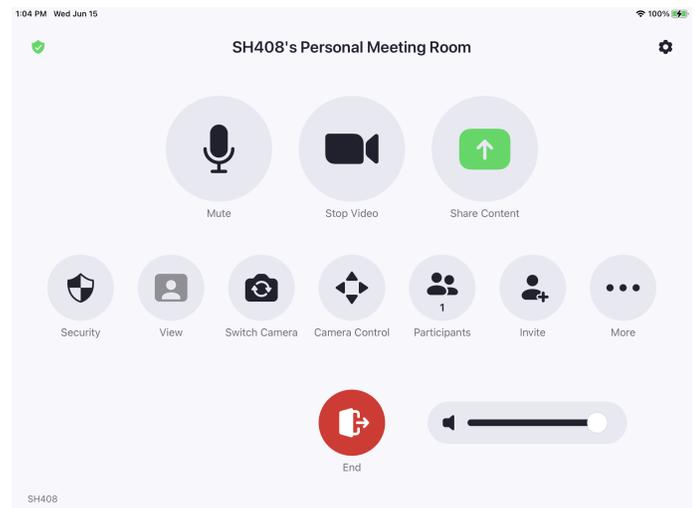
- During the meeting, click on the “Manage Participants” button to mute, unmute, admit from waiting rooms, manage raised hands, and give permissions to participants.

### Controlling the Camera:

- The “Camera Control” button will allow you to control, move around and zoom in/out, the Main Camera.

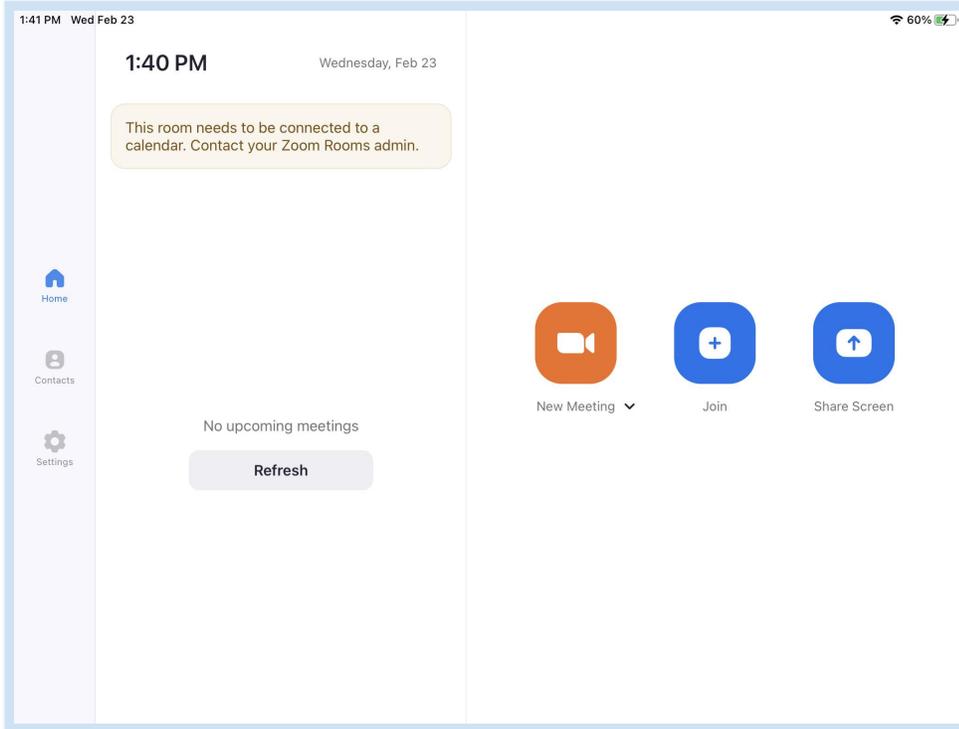
### Ending the Meeting:

- At the end of the meeting press “Leave” and then “End Meeting for All” to end the meeting.



## Starting/Ending Meeting and Connecting to the Room

To start a meeting with the room as the host, simply press the orange “New Meeting” button.



If you don't see the “New Meeting” button, but see this:



You are already in a meeting. Press the red “leave” button to leave this meeting.

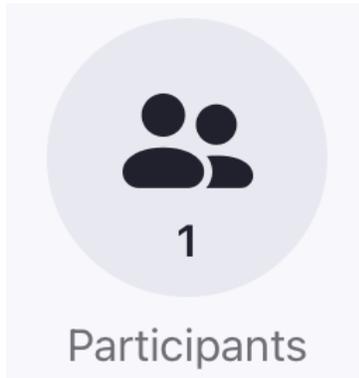
If you don't see that screen but see one that has a list of contacts, please press the “Home” button on the left side.



The link/meeting ID for others to join the meeting is in the chart below:

| Room  | Link  | Meeting ID   | Room     | Link  | Meeting ID   |
|-------|---|--------------|----------|---|--------------|
| AD302 | <a href="https://asbury.to/zoom-AD302">asbury.to/zoom-AD302</a> | 859 858 1302 | SH230    | <a href="https://asbury.to/zoom-SH230">asbury.to/zoom-SH230</a>       | 859 858 1230 |
| AD306 | <a href="https://asbury.to/zoom-AD306">asbury.to/zoom-AD306</a> | 859 858 1306 | SH231    | <a href="https://asbury.to/zoom-SH231">asbury.to/zoom-SH231</a>       | 859 858 1231 |
| BC157 | <a href="https://asbury.to/zoom-BC157">asbury.to/zoom-BC157</a> | 431 930 0818 | SH408    | <a href="https://asbury.to/zoom-SH408">asbury.to/zoom-SH408</a>       | 859 858 1408 |
| BC231 | <a href="https://asbury.to/zoom-BC231">asbury.to/zoom-BC231</a> | 859 858 0231 | Sims     | <a href="https://asbury.to/zoom-Sims">asbury.to/zoom-Sims</a>         | 383 210 0334 |
| BC232 | <a href="https://asbury.to/zoom-BC232">asbury.to/zoom-BC232</a> | 859 858 0232 | McKenna  | <a href="https://asbury.to/zoom-McKenna">asbury.to/zoom-McKenna</a>   | 801 792 3445 |
| CM202 | <a href="https://asbury.to/zoom-CM202">asbury.to/zoom-CM202</a> | 859 858 2202 | CM204    | <a href="https://asbury.to/zoom-CM204">asbury.to/zoom-CM204</a>       | 944 708 8750 |
| CM302 | <a href="https://asbury.to/zoom-CM302">asbury.to/zoom-CM302</a> | 859 858 2302 | CB114    | <a href="https://asbury.to/zoom-CB114">asbury.to/zoom-CB114</a>       | 859 858 3114 |
| MC205 | <a href="https://asbury.to/zoom-MC205">asbury.to/zoom-MC205</a> | 859 858 1205 | Cordelia | <a href="https://asbury.to/zoom-Cordelia">asbury.to/zoom-Cordelia</a> | 859 858 0005 |
| ESJ   | <a href="https://asbury.to/zoom-ESJ">asbury.to/zoom-ESJ</a>     | 859 858 1305 | Royal    | <a href="https://asbury.to/zoom-Royal">asbury.to/zoom-Royal</a>       | 859 858 2022 |
| ARP   | <a href="https://asbury.to/zoom-ARP">asbury.to/zoom-ARP</a>     | 859 858 0001 | Alumni   | <a href="https://asbury.to/zoom-Alumni">asbury.to/zoom-Alumni</a>     | 423 819 0373 |

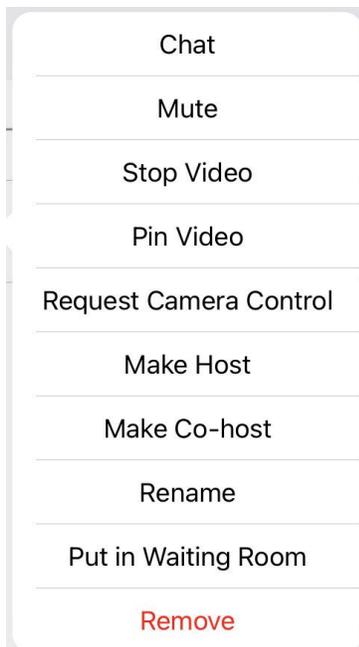
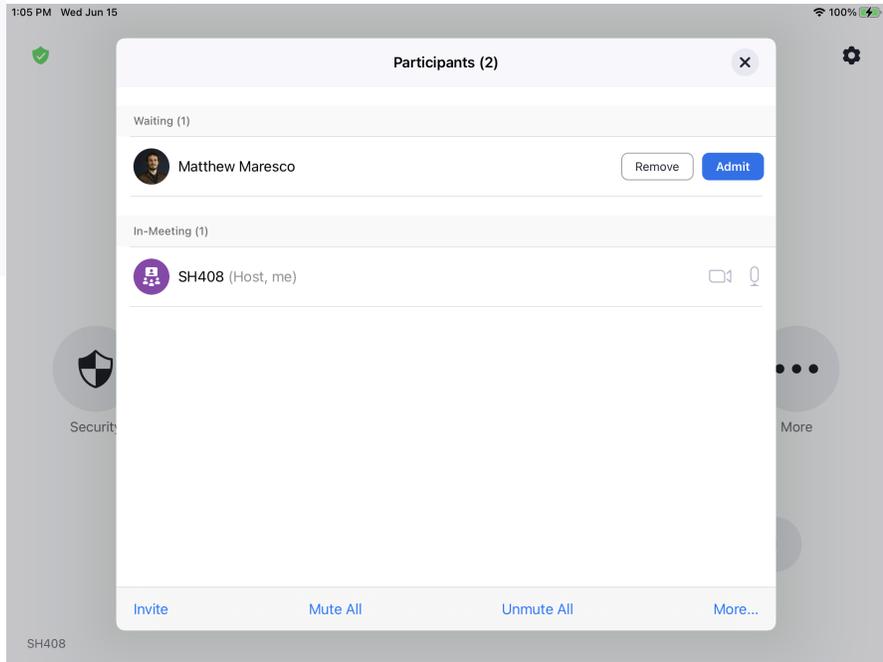
## Admitting/Managing Participants



From within this window, you can admit new participants from the waiting room by pressing “Admit” next to their name.

You can also click on “Mute All” to quickly mute everyone but the room.

The bulk of the administrative “meeting control” is done in the “Participants” window. When you tap the button, you should see the following menu:



After admission, tapping on a participant’s name brings up the following set of options, the relevant of which are:

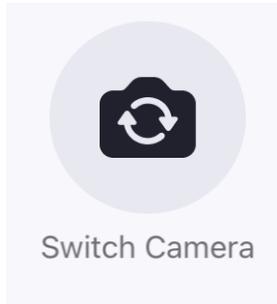
- **Chat:** Begin direct chat with the participant.
- **Mute/Unmute:** mute a participant’s mic or ask them to unmute.
- **Stop Video/Ask to Start Video:** turn off the video of a participant or ask the participant to turn their camera on.
- **Pin Video:** make a video fullscreen on one display in the room.
- **Make Host/Co-Host:** give the participant Host/Co-Host controls (Co-Host Preferred).
- **Put in Waiting Room:** moves participant to waiting room.
- **Remove:** Removes the participant from the meeting and *disallows them to rejoin the same meeting. (Not recommended except for security purposes).*
- **Spotlight Video:** “spotlights” a participant to everyone’s speaker view.

Notes: It can be helpful to assign a co-host to another device in the room which connects without audio, but it is not required.

Breakout Rooms (see Breakout Rooms section) require reassigning the Host privileges. Generally, best practice is to set that person as a Co-Host, and then set them as a host and ensure the room is still a co-host.

### Camera Control

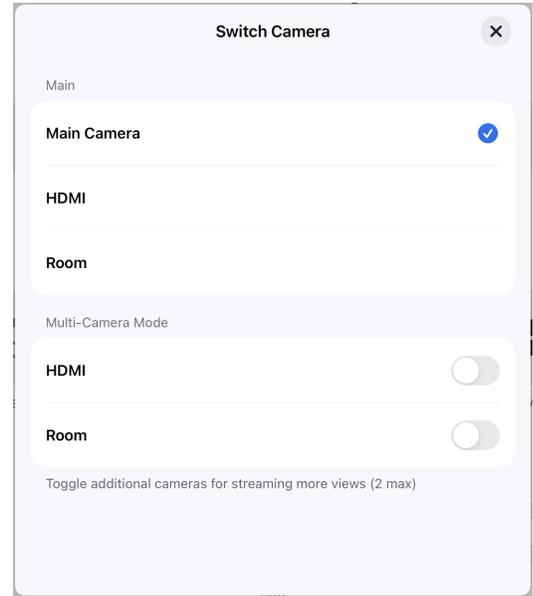
There are two elements of camera control in the rooms: Switching Cameras and Camera Control.



#### Switch Camera:

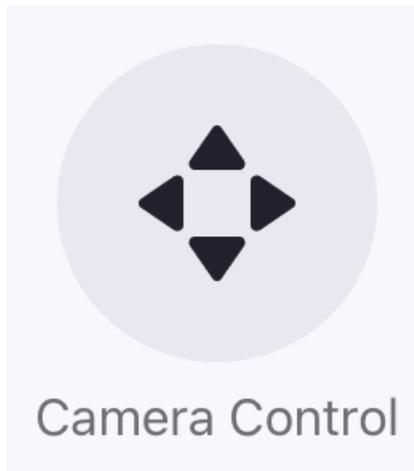
This button allows the user to select which camera is active as the video output for the zoom room.

The three camera inputs in most rooms are: Main Camera (Movable), Room, and Whiteboard.

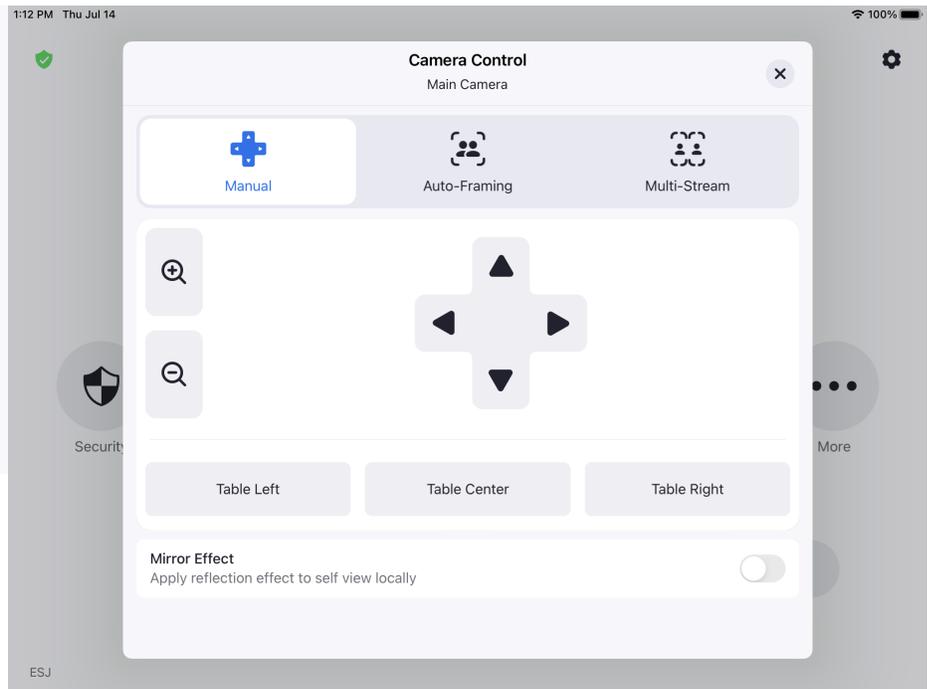


### Pan-Tilt-Zoom Control:

If “Main Camera” is selected, the user can control where the camera is aiming and the Zoom of the camera. Use the Keypad that comes up when you press “Camera Control” to do this. It is recommended to keep it in “Manual” mode.

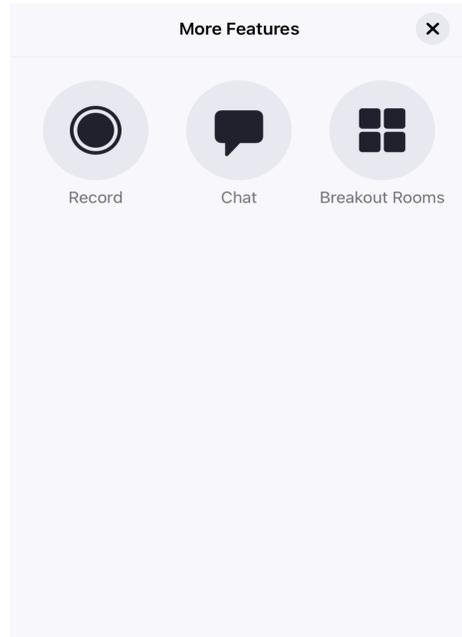


If desired, you can turn on the “mirror effect” to mirror the image on the in-room displays. This will not affect what other meeting participants see.



### More Features:

If you select the “**More**” option (three dots), you will see a popup that looks like this:



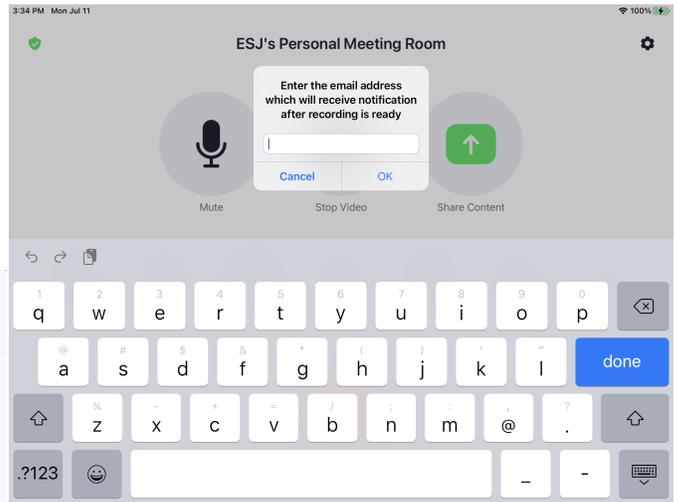
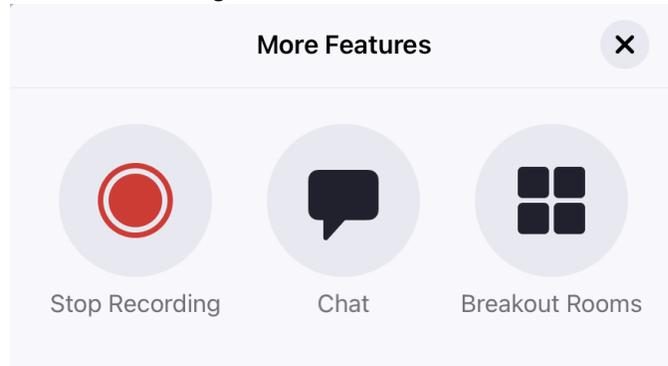
This is how you access **Record**, **Chat**, and **Breakout Room** functions.

### Recording

You can record your meeting by pressing the “**Record**” button. Once pressed, the system will ask for an email address to send the finished recording to:

You can enter any valid email address and hit “OK” to begin recording.

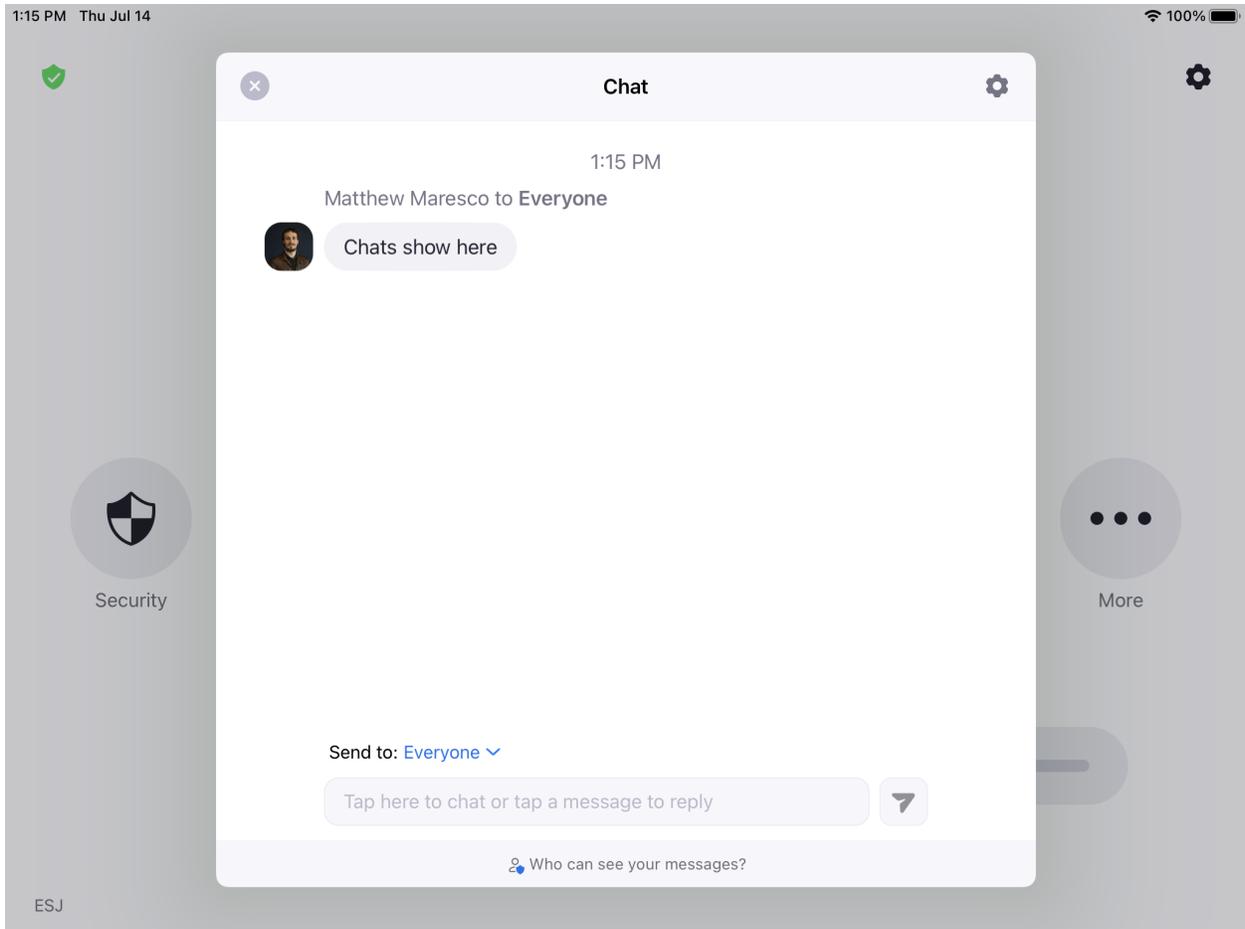
Once the recording has started, the recording button will change red:



While it is red, as shown, you can press it again to stop the recording. If a link is not automatically emailed to you within 24 hours, please contact [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu) and we will be able to retrieve the recording for you.

## Chat

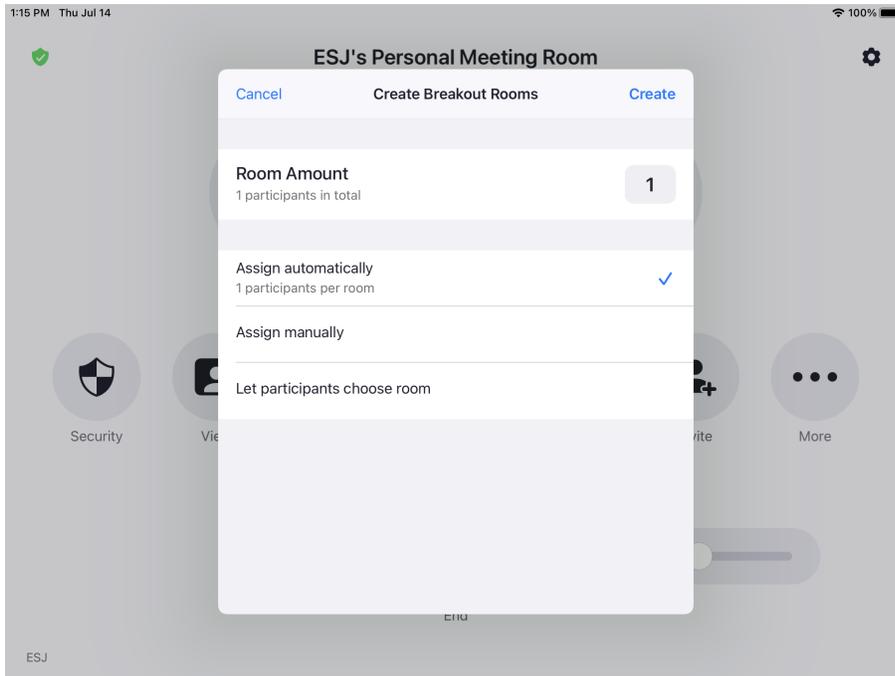
You can engage in text conversations with your participants by pressing the “**Chat**” button. It should show this panel:



Here you can send messages to everyone, or to specific individuals by tapping what currently says “Everyone” and changing that to whichever user you’d like to directly message.

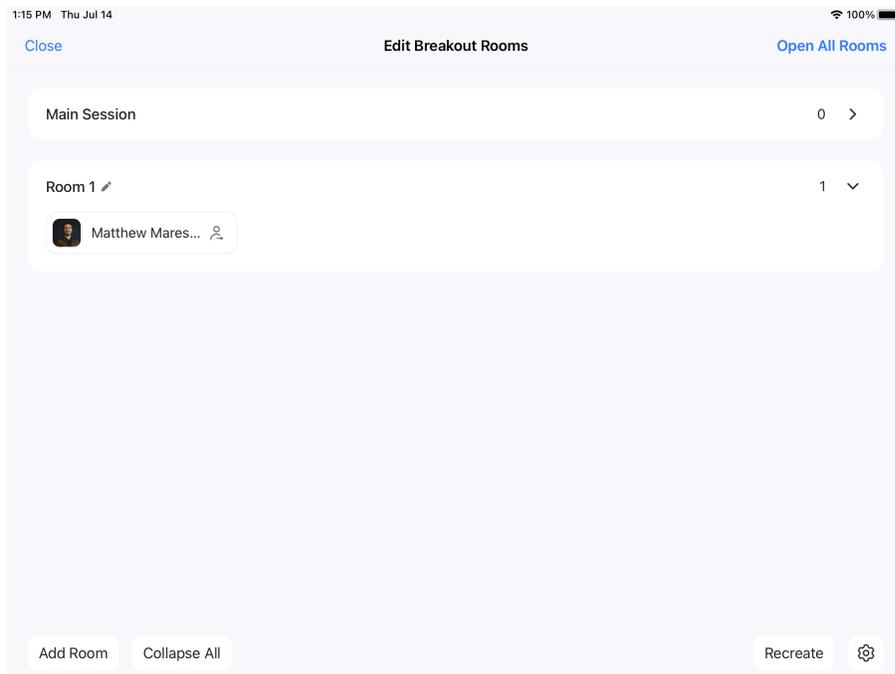
## Breakout Rooms

If you select “**Breakout Rooms**,” you will first see this:



Here you can change the number of breakout rooms that there are, as well as choose between whether participants are automatically delegated into rooms at random, you assign them all to each room by hand, or let your participants choose which room they would like to join.

When it is set the way that you wish for it to be set, you can hit the “**Create**” button to create the rooms. This will **not** send your participants into the rooms. It will only create the rooms and bring you to new screen:

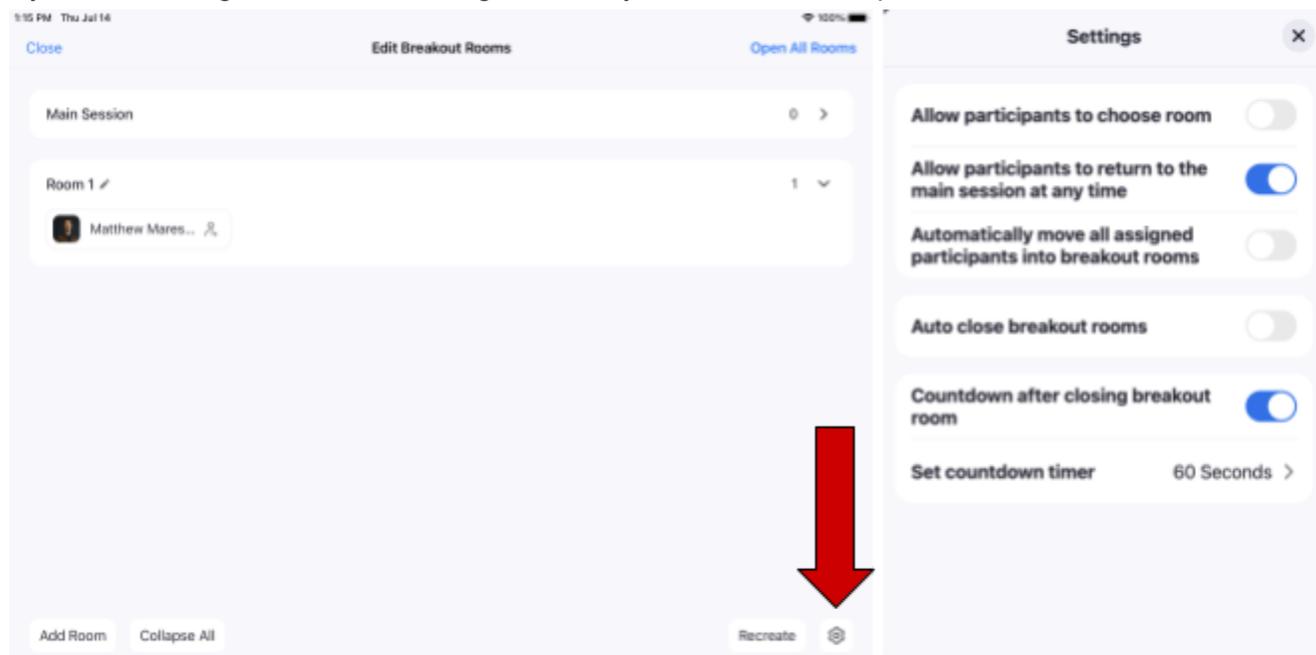


From this screen, you can add or delete rooms, as well as rename the rooms and move your participants around between rooms. When you are ready for the breakout rooms to begin, you select “**Open All Rooms**.” This will open the rooms, prompt your Zoom participants to join them, and the blue “**Open All Rooms**” will change to this:

**End All Rooms**

You can press this when you wish to close the breakout rooms.

If you select the gear in the bottom right corner, you will see these options:

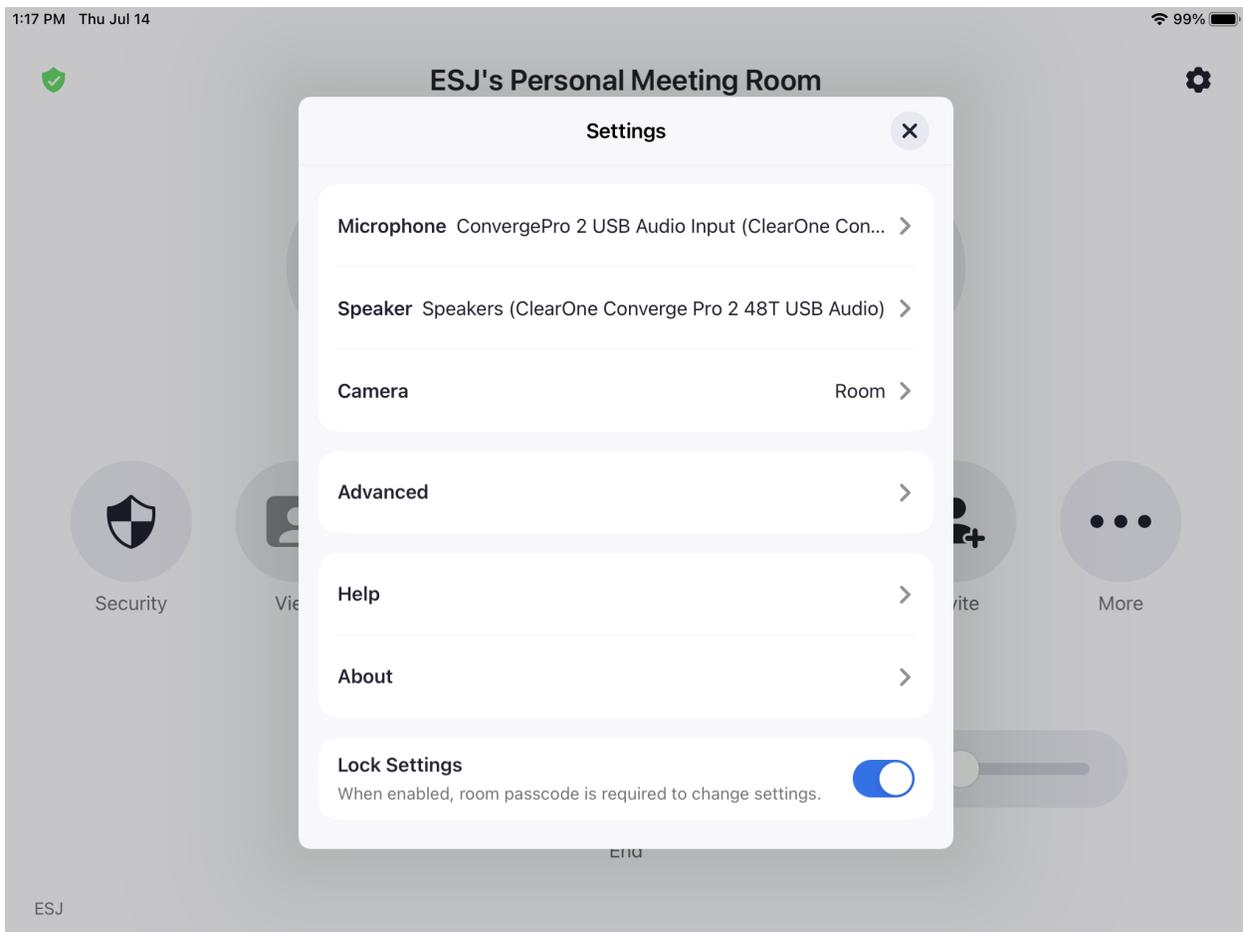


It is recommended that you set the countdown timer to a shorter duration than the default 60 seconds and that you inform your students of what that duration is before you begin your sessions. Alternatively, you may wish to simply unselect the “**Countdown after closing breakout room**” option. However, this may result in awkward mid-sentence interruptions when you press “**End All Rooms.**”

## Troubleshooting

**If any issue arises, you can reach out to helpdesk at x2100 or [helpdesk@asburyseminary.edu](mailto:helpdesk@asburyseminary.edu), and LITS will help resolve the issue as soon as possible.**

The most common issue with the zoom room software is having the wrong microphone or speaker selected. If you suspect this is the case, click on the settings cog in the right hand corner and verify that the microphone and speaker are set to the correct connections. In most rooms, these should normally be set to “Converge Pro 2...” (see screenshot). If the room asks for a password to change these, the password is “wesley”.



Another common problem is that the TV's can get out of sync with the projector. If this happens, we recommend turning the TV's on or off manually and notifying the helpdesk of the issue.