Remote Speaker Classroom Instructions (via Zoom)

1. Designate someone in your LSSO to create a Zoom link and share the Zoom link & details with your remote-speaker in advance of your event.
2. The person who created the link should also set up the Zoom link and manage the Zoom meeting during the program
3. When you are in the classroom, tap the Touchscreen monitor on the right to turn on the Classroom AV system
4. Select “Show Laptop” in the upper left-hand corner of the Touchscreen monitor
5. Wake-up the Computer on the left with the keyboard and mouse
   a. In Classrooms I - V, use remote control to turn on Portable Monitor
6. Open a web browser and type https://zoom.us/
7. Login into Zoom with your credentials
8. Click on “Meetings” to find the Zoom meeting you created in advance. Open the Zoom meeting.
9. Once you have started your Zoom meeting, make sure you have the following Microphone, Speaker, and Camera settings by clicking the Caret (^) button next to each setting
   a. Microphone and Speaker – Select “Yamaha AudioVideo Device” for BOTH
   b. Camera – Select “CS-700” (for remote presentations only)
Classroom Tips:

In Classrooms I - V
What you see on the computer to the left will be displayed on the Classroom Monitors around the room and what you see on the touchscreen monitor to the right will be displayed on the Portable Monitor at the front of the classroom.

In Classroom VI and Seminar Rooms A - G
What you see on the computer to the left will be displayed on the touchscreen monitor to the right and the Classroom Monitors around the room.

- Mute the room while the remote-presenter is speaking to cut down on the noise from eating lunch, food wrappers, etc.
- Confirm a way to be in touch day of the program – cell phone, messaging, etc.
- Remind the presenter that any comments sent through the Zoom chat will display on the room monitors during the program.
- During Q&A – be prepared to repeat attendee questions in case the presenter has a hard time hearing the questions.
- There is an IT help button on the monitor if you need help