# Using Projector and Classroom Computer/ iPad in Zoom Room with No Attendees

Even if you are not planning to Zoom anyone into your class, you will still use the Zoom Room controls (the iPad mini remote) to control the functions of the hardware in your classroom including projector, computer console, or screen sharing with your iPad.

Below are instructions on how to use the projector and classroom computer/i-Pad:

1. When entering your classroom, turn on room projector with controls located on the wall
2. If iPad mini is asleep, just wake it up and it will go to main screen (see below a picture of controls)
3. **If you want to use the classroom computer:**
   a. Using your classroom computer, log into Zoom (**via Zoom app**) by selecting SSO
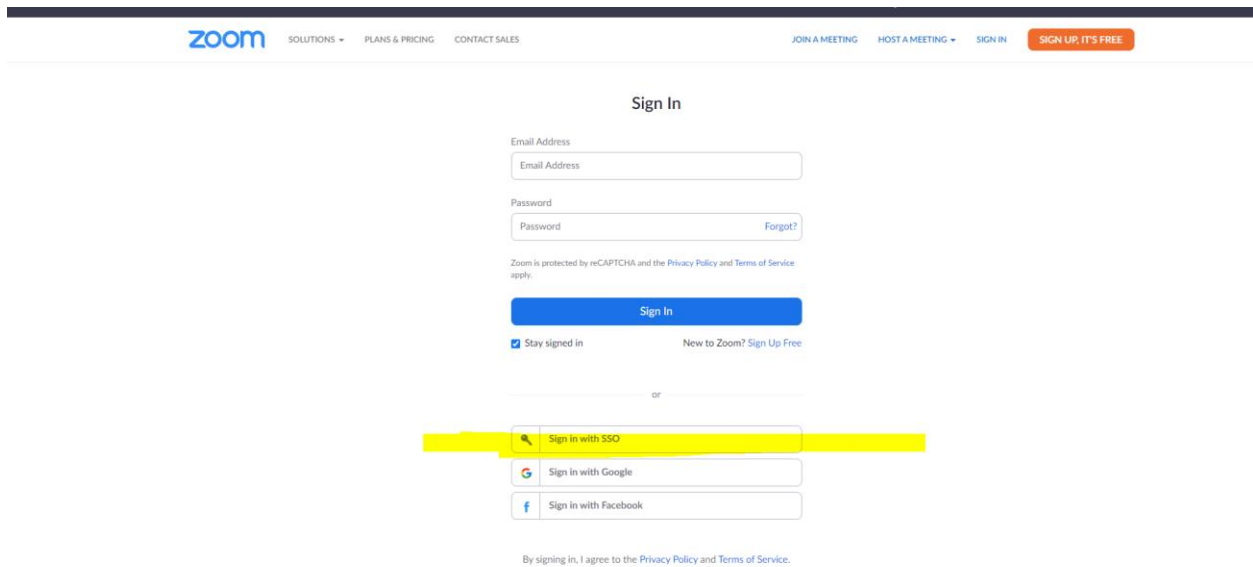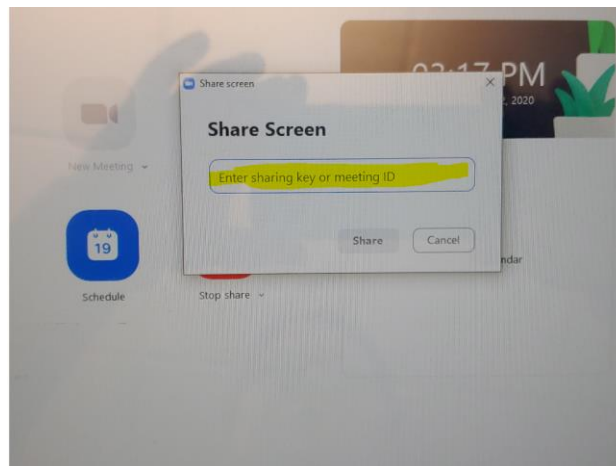

   b. You will then be promoted to enter Company Domain:
   c. Enter wcmo and press continue
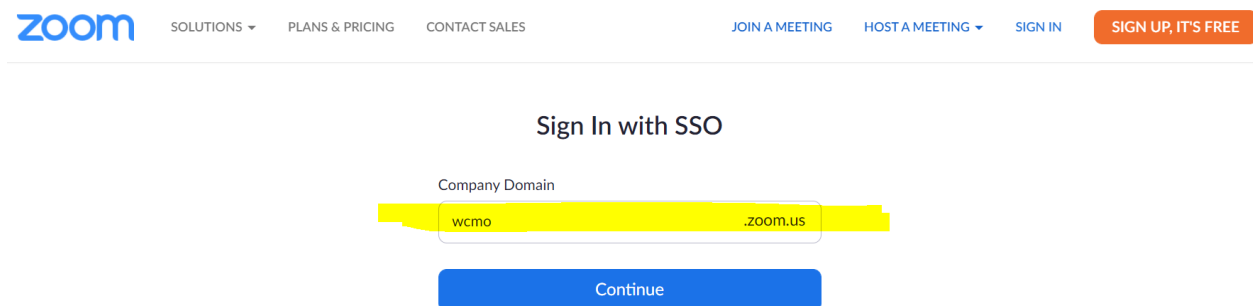
b. This should take you to your Zoom account with the screen below:
    a. You want to push "Share Screen"
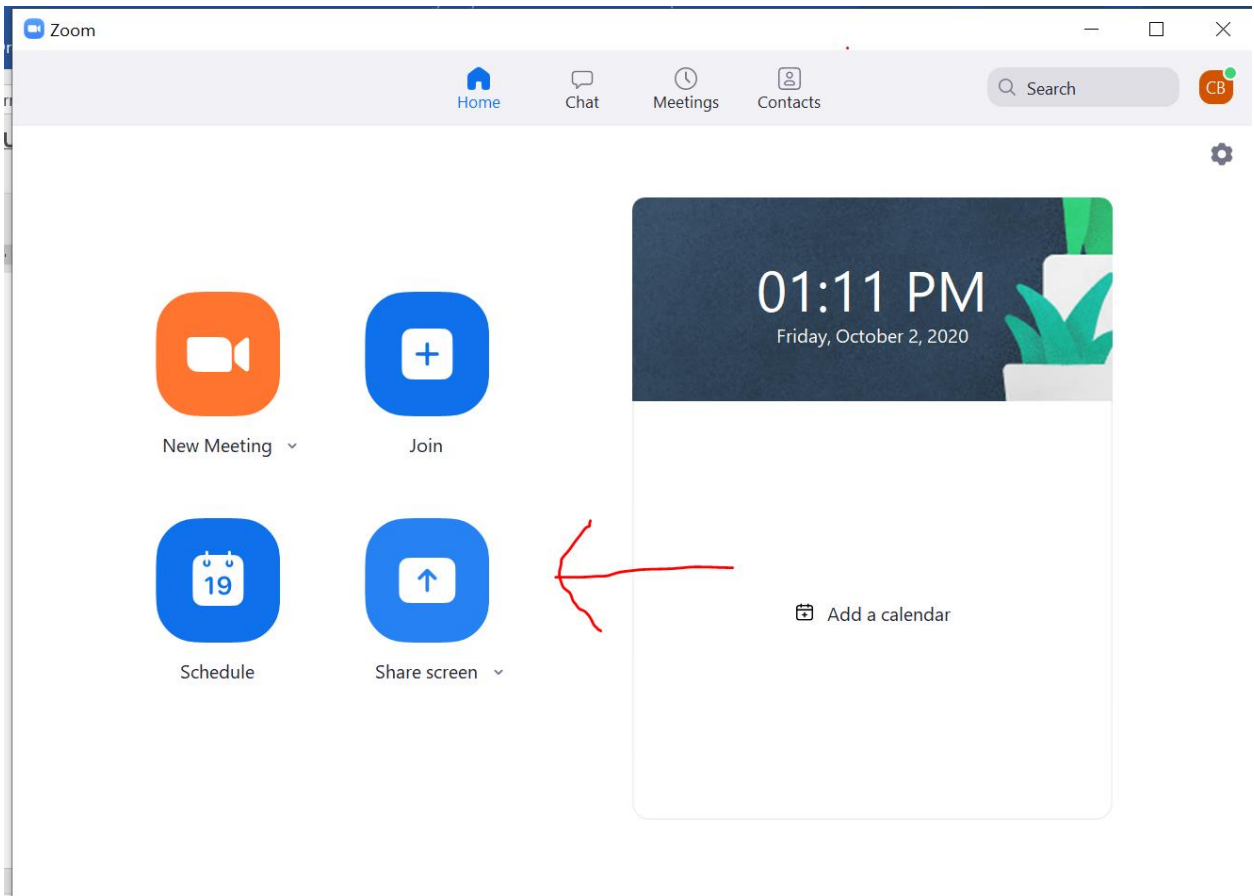
    b. A new box will pop up asking you to enter sharing key or room ID:
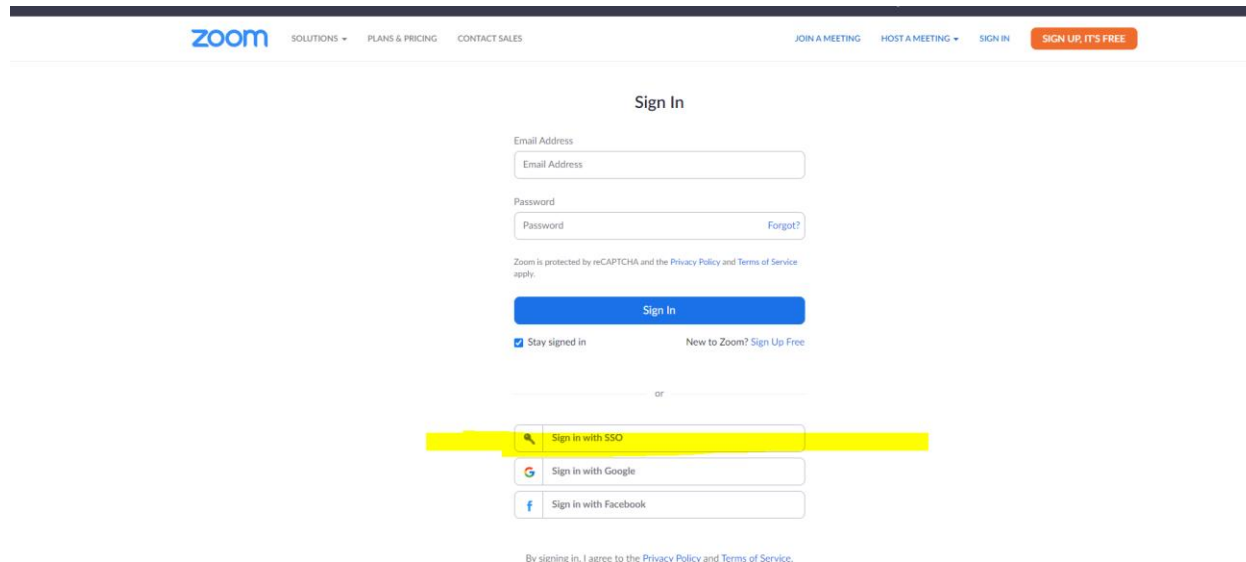

        i. You will the Sharing Key on the top right-hand corner of the actual TVs in your classroom.

  ii. When you enter the code, it will connect your screen on the computer to the screens in your room

  iii. From there you can use your computer console as normal to project things on your room screens

4. **If you want to use the projector from your iPad:**

  a. Log into Zoom (via the app) by selecting SSO
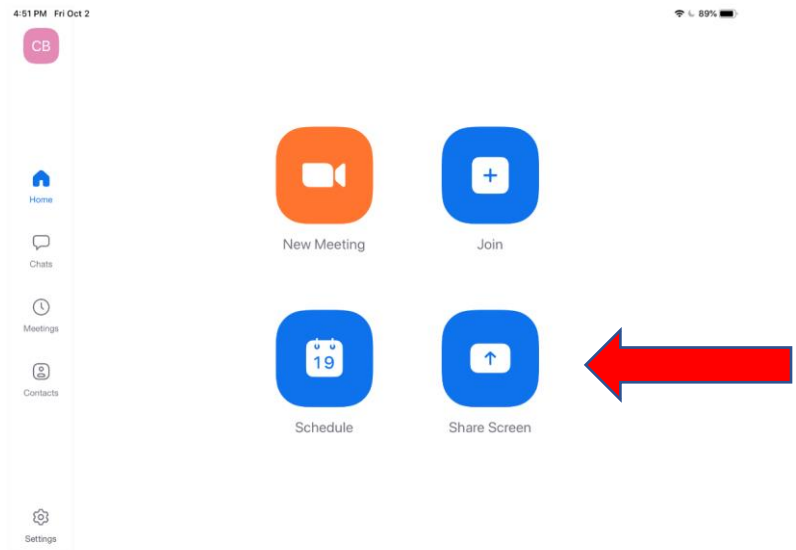

  b. For Domain name put wcmo

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾   SIGN IN   **SIGN UP, IT'S FREE**

Sign In with SSO

Company Domain

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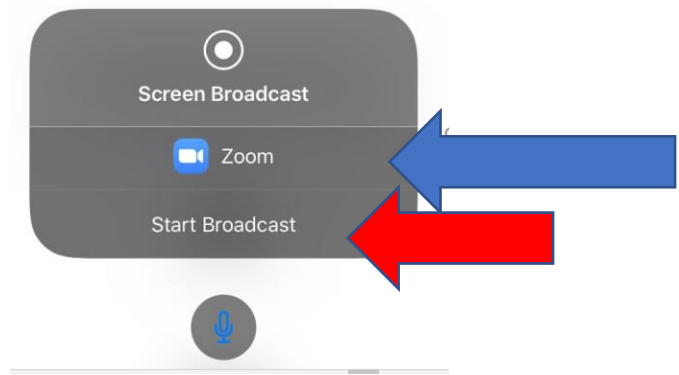Continue

c. This should take you to your Zoom account with the screen below:
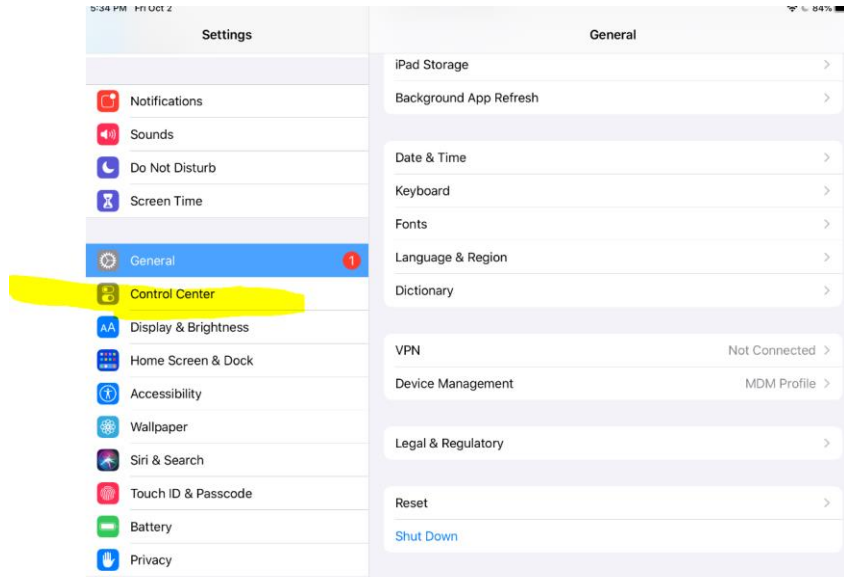 i. You want to push "Share Screen"

d. You should be taken to a Screen Broadcasting Screen:
  i. Select Zoom and then "Start Broadcasting"
  iv. At that point you are sharing your iPad screen

ii. If for any reason, it does not let you broadcast you might need to go and check your iPad settings:
1. Go into your iPad setting
2. Push on Control Center:

3. Under Customize Controls you will see controls listed under either "Include" section marked with red dots or "More Controls" marked with green dots.
a. If the "Screen Recording" control is under "More Controls" sections with a green plus, then you need to move it to the "Include" section by pushing the green dot. This will move it to the "Include" section and it is now activated (thus activating your ability to screen share on your iPad)

5:35 PM Fri Oct 2		🛜 84% 🔋

Settings

< Control Center   **Customize**

Add and organize additional controls to appear in Control Center.

INCLUDE

- 🔴 ⏲ Timer
- 🔴 📷 Camera
- 🔴 🎙 Voice Memos
- 🔴 ⏺ Screen Recording

MORE CONTROLS

- ➕ ♿ Accessibility Shortcuts
- ➕ ⏰ Alarm
- ➕ 📱 Apple TV Remote
- ➕ 🌓 Dark Mode
- ➕ 🔒 Guided Access
- ➕ 🦻 Hearing
- ➕ 🏠 Home
- ➕ 🔍 Magnifier

Settings sidebar:
- 🔴 Notifications
- 🔊 Sounds
- 🌙 Do Not Disturb
- ⏳ Screen Time
- ⚙️ General ①
- Control Center
- AA Display & Brightness
- Home Screen & Dock
- ♿ Accessibility
- ❄️ Wallpaper
- Siri & Search
- Touch ID & Passcode
- 🔋 Battery
- ✋ Privacy

4. This should take care of any issues you are having with screen sharing!

Using Zoom Room for Virtual Attendees Using Classroom Computer/ iPad

Our new Zoom Rooms allow you and your students in-seat to see any students attending virtually.

The two displays in the back of the room allow you, as the instructor, to see not only your PowerPoint, Prezi, video, or any other visuals as the remote attendees see them, but also the students turning in remotely on Zoom:

In the front of the room you will have your usual classroom screen and a display showing students attending remotely via Zoom. This is for all the in-seat students to be able to see those attending remotely.
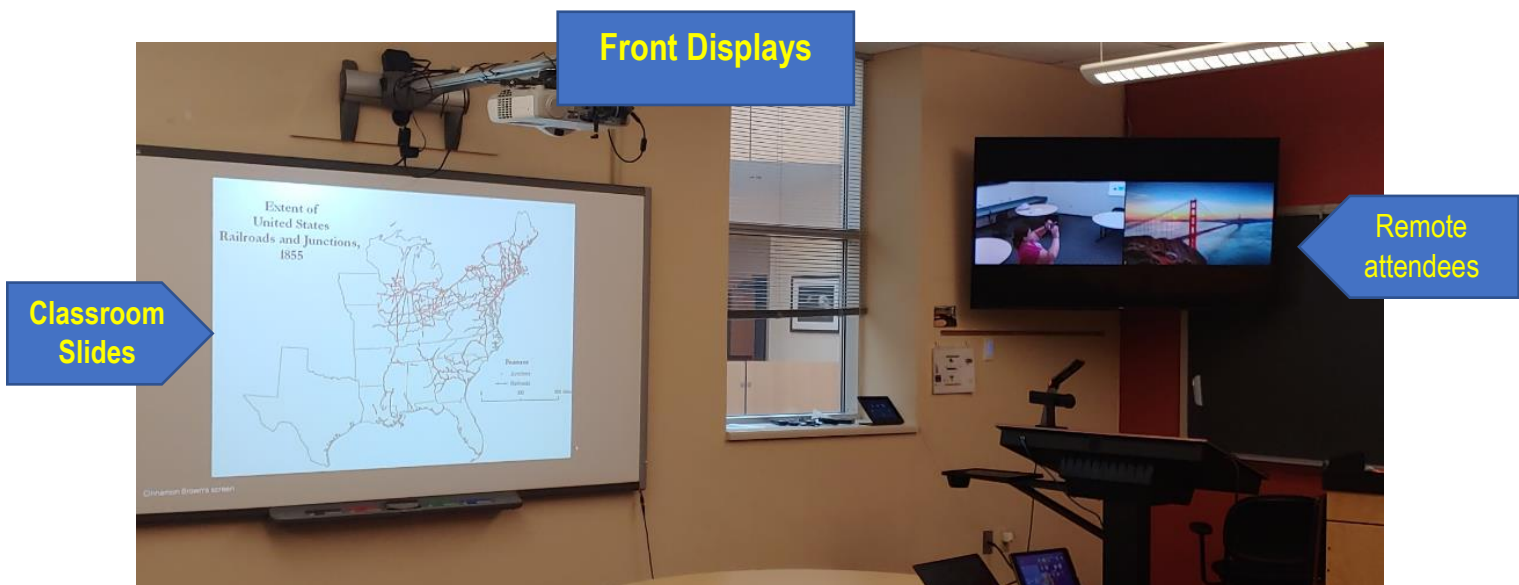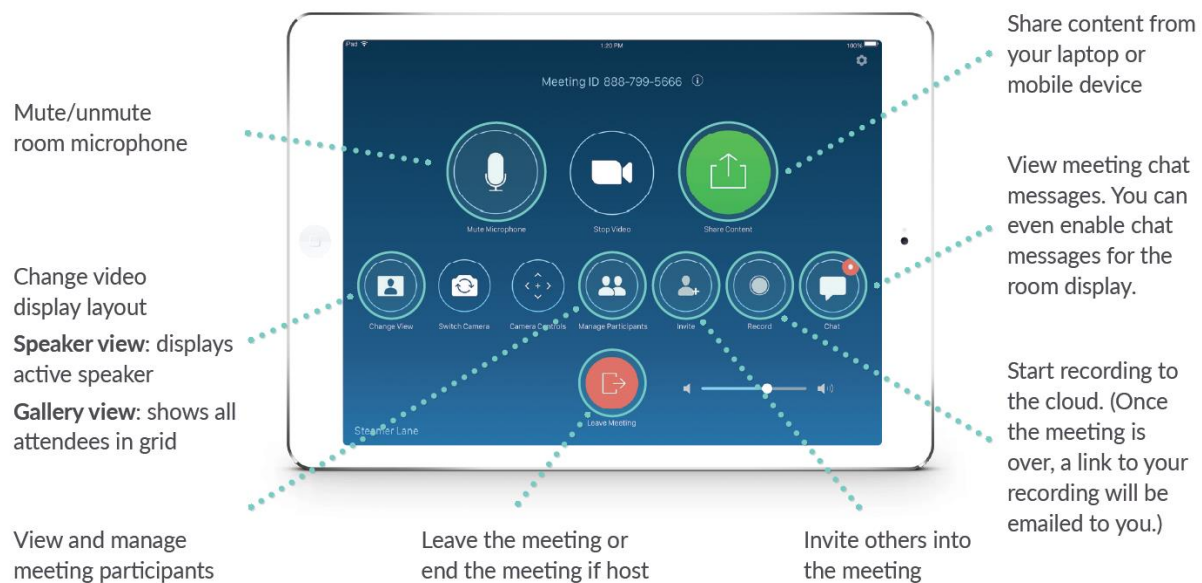
The room is also outfitted with speakers that contain microphones. This allows everyone in the room to hear those attending virtually but also allows those attending virtually to hear the instructor and students in-seat.

Your camera in the room will not automatically follow you when you move, but you can adjust its width and where it is pointing so it is where you want it.

The hardware in the room (speakers, displays, microphones, and camera) is controlled by an iPad mini that serves as a remote control. This will stay in the room at all times, plugged in so that it is ready for anyone who needs it. See image of controls below.

You can also use the mini to control your meeting, but for now we are showing you how to use your computer console or your iPad to control the Zoom meeting.

Mute/unmute room microphone

Change video display layout
Speaker view: displays active speaker
Gallery view: shows all attendees in grid

View and manage meeting participants

Leave the meeting or end the meeting if host

Invite others into the meeting

Share content from your laptop or mobile device

View meeting chat messages. You can even enable chat messages for the room display.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

How to use the Zoom Room to for Virtual Attendees:

Using your classroom computer console for Zoom Room:

1. When entering your classroom, turn on room projector with controls located on the wall
2. If iPad mini is asleep, just wake it up and it will go to main screen (see picture above)
3. Using your classroom computer, log into Zoom (**via Zoom app**) by selecting SSO

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Sign In

Email Address

| Email Address |

Password

| Password | Forgot? |

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

| Sign In |

☑ Stay signed in   New to Zoom? Sign Up Free

or

🔑	Sign in with SSO
G	Sign in with Google
f	Sign in with Facebook

By signing in, I agree to the Privacy Policy and Terms of Service.

a. You will then be promoted to enter Company Domain:

b. Enter wcmo and press continue

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| Continue |

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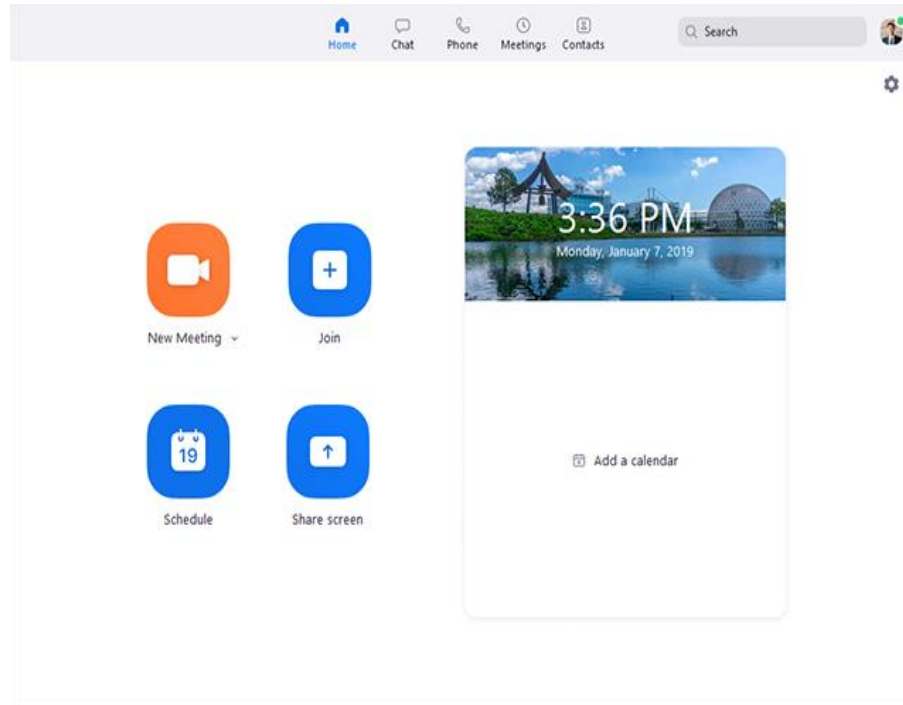
c. You should already have a Zoom meeting (link) created for your students to join for class—go ahead and join or start that meeting by pushing on Meetings at the top of the screen and then "Start":
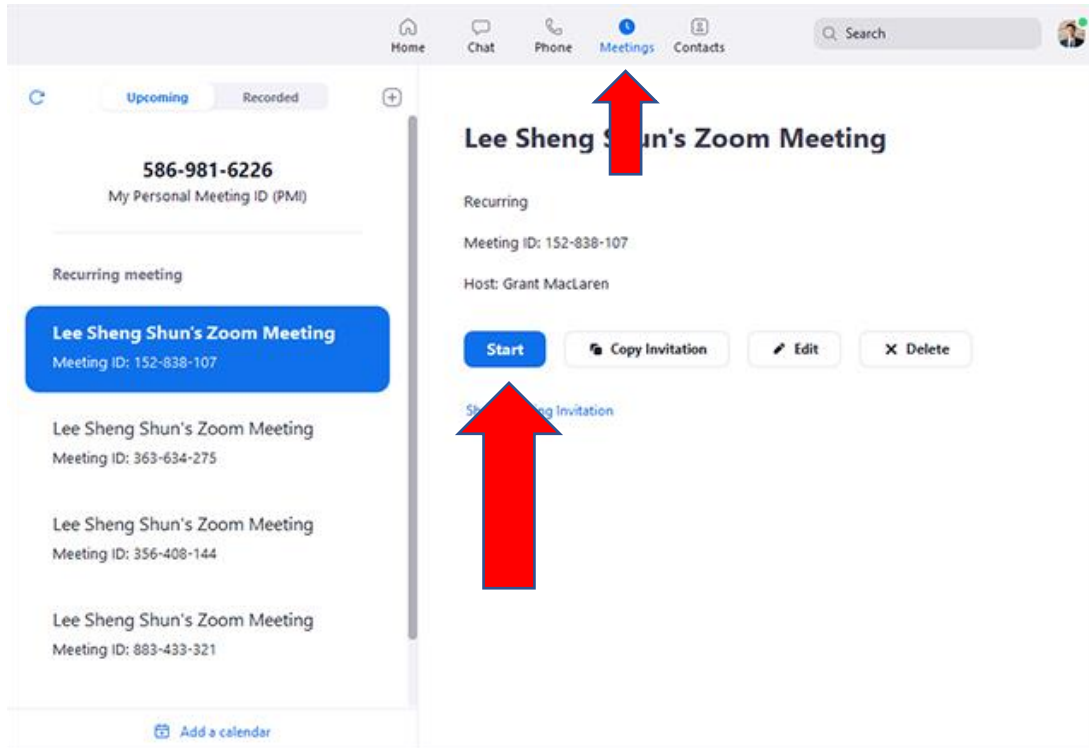

d. Your Zoom meeting should come up as normal:

a. If you join with computer audio—make sure you Mute it immediately. The Zoom Room will handle the sound and you do not want annoying feedback from your sound

e. Once your Zoom meeting is up you need to activate the Zoom Room:

a. Use your participants button at the bottom ribbon of your computer

b. At bottom of Participants box push "Invite"

c. You want to Invite your Zoom Room to the meeting:

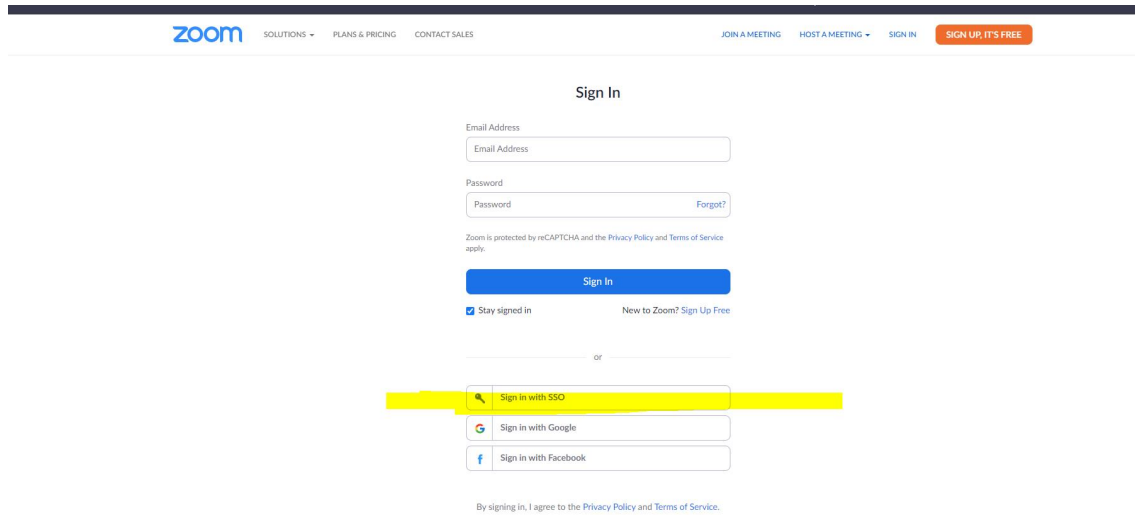i. You need to do this by using the Zoom Room Tab at the top:

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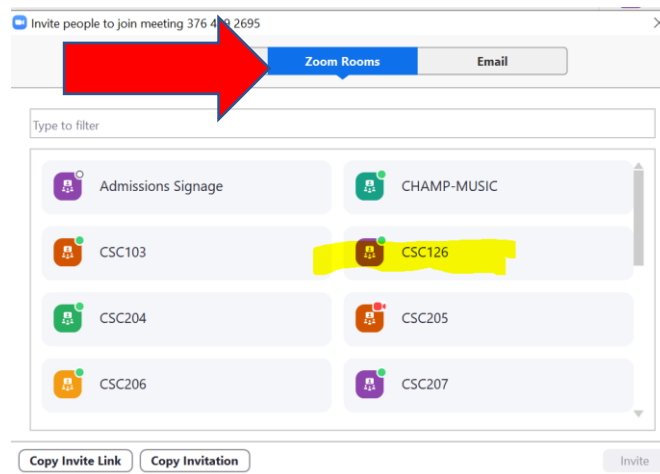
ii. Find your classroom and push on it:
1. This will invite your room to your meeting
2. You will hear your iPad mini ring. You will accept the meeting invite on the iPad mini much like answering a phone. Once you accept, your Zoom Room is activated
iii. You will know the Zoom Room is working when you see your meeting on the display.
1. Any adjustments you need to make for video, sound, camera—you do so through the iPad mini
d. From here you can use your computer console to control screen sharing and anything you want your students to see on main class screen.
e. When finished with class, just end meeting. That will deactivate the Zoom Room.

How to use the Zoom Room to for Virtual Attendees:

Using your iPad:

1. When entering your classroom, turn on room projector with controls located on the wall
2. If iPad mini is asleep, just wake it up and it will go to main screen (see picture above)
3. Using your iPad, log into Zoom (**via Zoom app**) by selecting SSO

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ZOOM   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾   SIGN IN   SIGN UP, IT'S FREE
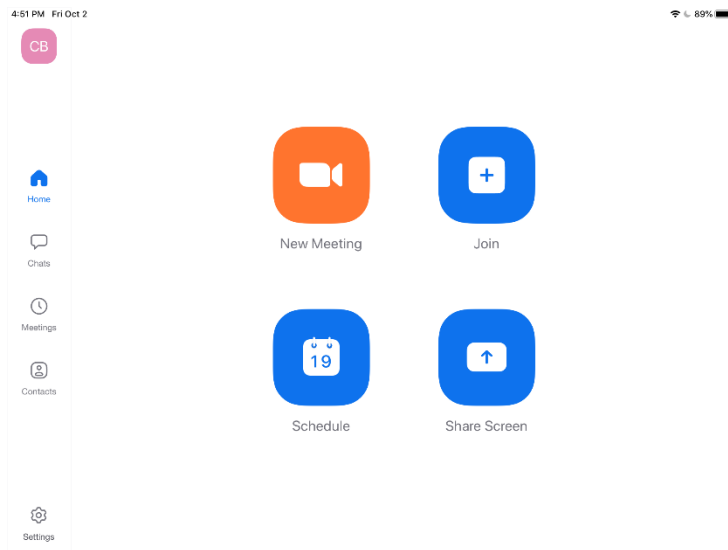
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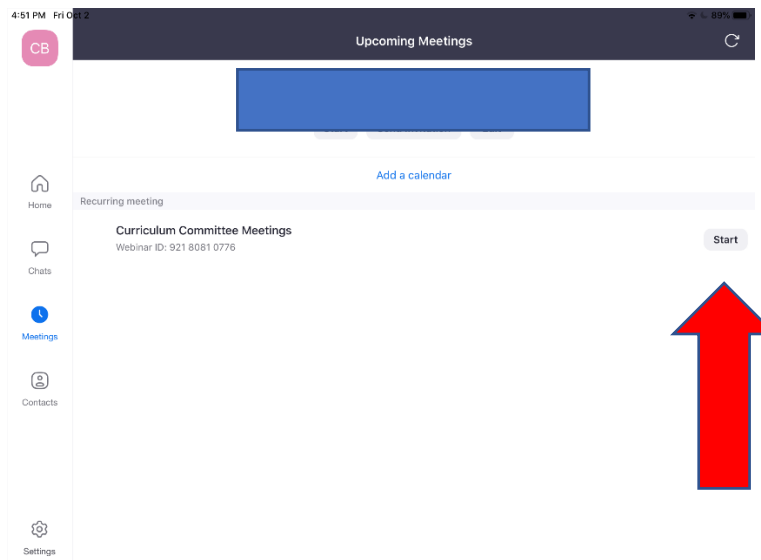Company Domain

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Continue

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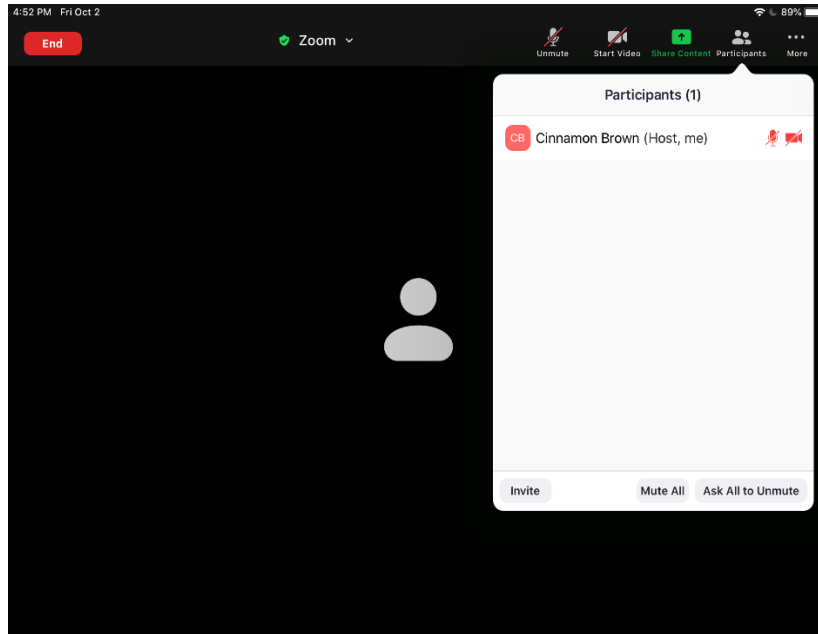
    b. At bottom of Participants box push "Invite" and select "Invite Zoom Rooms":
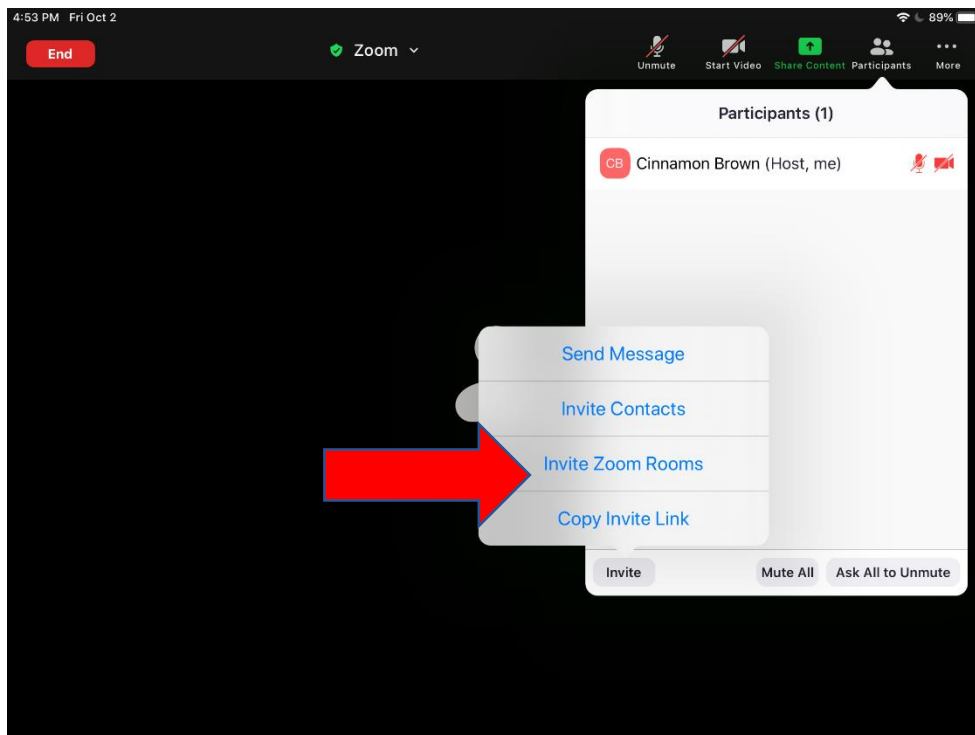
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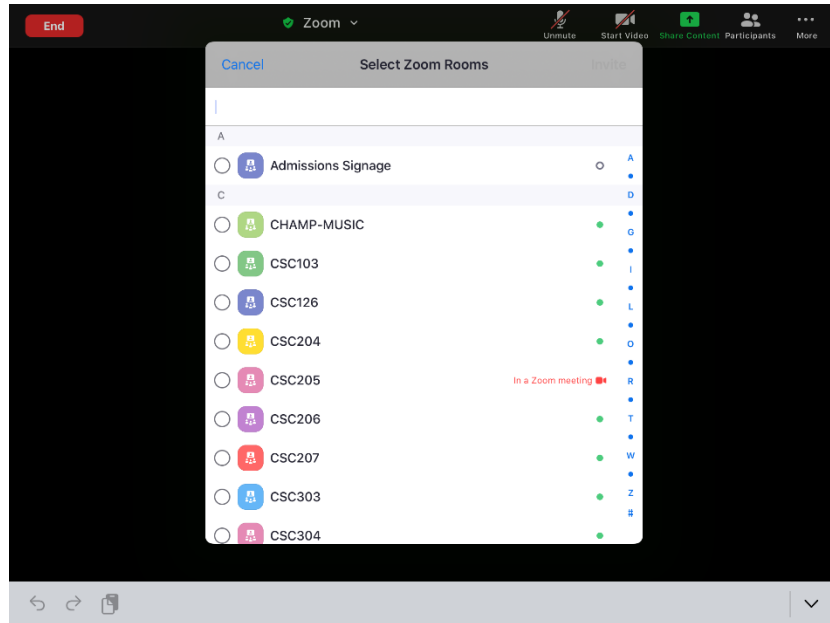
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