

WIRELESS SHARING WHEN THERE ARE BOTH VIRTUAL & IN-PERSON PARTICIPANTS

If you would like to share your laptop screen onto either the display or projector screen (depending on the room), follow the instructions below:

PREPARATION

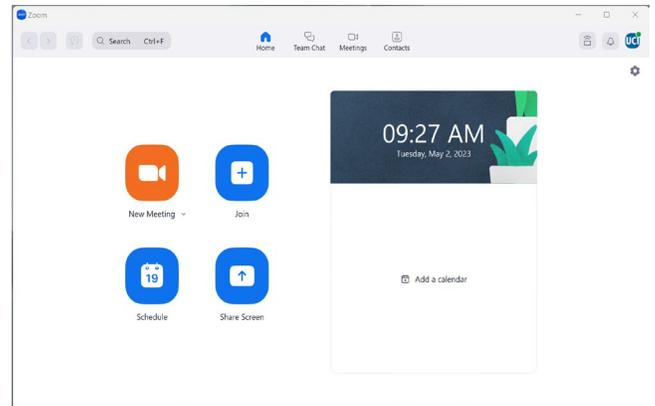
- 1) Set up an AV test with **Fran Hom** and her team (fhom@uci.edu), to troubleshoot any issues **48-hours** prior to your event.
- 2) Make sure your computer and zoom application are updated to prevent connectivity issues or interruptions during the presentation.
- 3) Schedule the Zoom meeting in advance and share the credentials with participants.
- 4) The day of your event (before it starts):
 - a) If you are planning to share content during your meeting, have your content already opened in a new tab or window.
 - b) A PowerPoint presentation should be loaded in advance.
 - c) Videos should be embedded into the PowerPoint presentation or opened in a new tab or window.

IN THE ROOM

- 5) If the zoom room you are utilizing has a projector and the screen is not already down, lower the screen.
- 6) Sign into the Zoom application on your laptop.

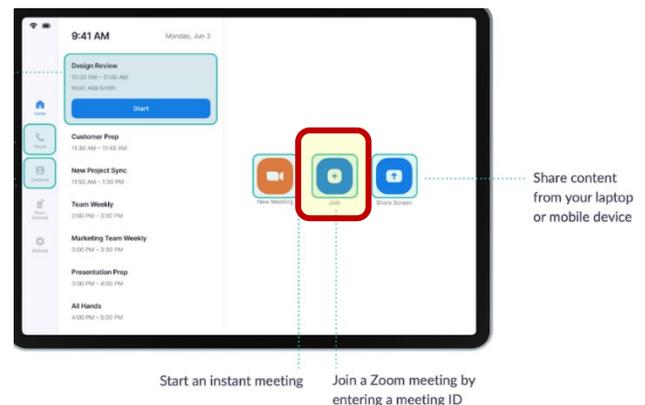


- 7) Once signed in, a new window should appear that looks like the following image:



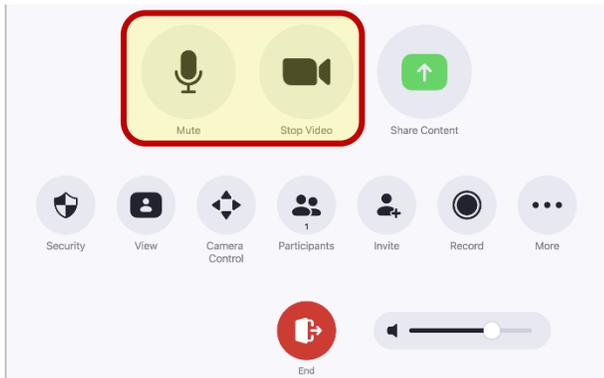
NOTE: Make sure you have wireless connectivity. Do not use the UCI-Guest Network. It is reserved only for UCI visitors. Faculty and Staff should use UCI Net Mobile Access.

- 8) As the host, you should be the first person to login to the Zoom meeting on your laptop.
- 9) On the touch screen zoom room controller (located either on the wall or on a table in the room), click the '+Join' button as shown in the following image:



- 10) Type in the **meeting ID** (and **passcode** if required):
 - a. Please note that by signing in on the touch screen panel, you are signing into the meeting via the room Zoom account.

- 11) Give it a minute for the devices to sync to your zoom meeting.
- 12) Make sure the **microphone** and **video** controls are enabled on the touch screen panel (as seen in the following image).



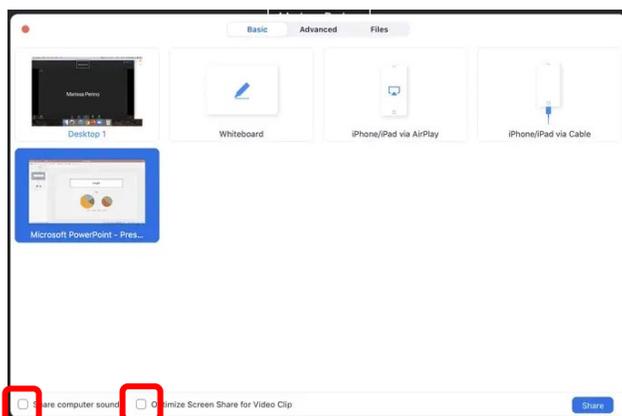
FOR VIDEO & SOUND SHARING:

- 13) To protect your event, the only individuals utilizing sharing capabilities should be the **host** or **co-host**. **Co-host(s)** can be designated in advance of the meeting.

- 14) From your laptop, click the green 'Share Screen' button on the meeting control bar, located at the bottom of your screen.



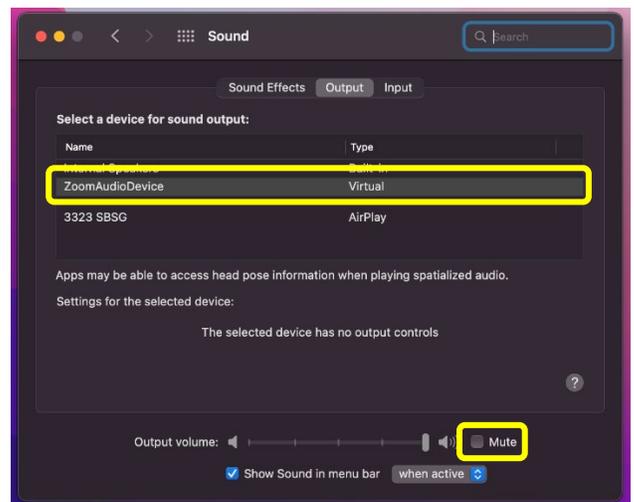
- 15) A new window will appear; select the appropriate screen that you wish to share (see the following image).



- 16) If you are sharing a video or a sound file, remember to check the **'Share sound'** and the **'Optimize for video clip'** boxes at the bottom of the screen as shown on the previous image before clicking the blue **'share'** button.

SOUND OUTPUT

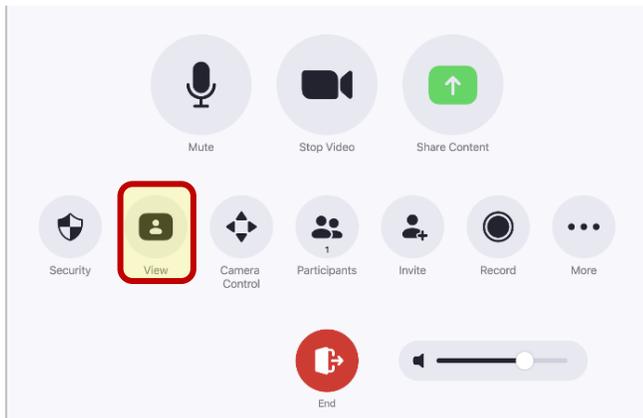
- 17) Check your sound settings to ensure that the sound output is linked to the zoom audio device.
- 18) The main controller for the volume is on the touch screen; there is a slider.
- 19) **FOR PC USERS:** If you are sharing a video, the sound will automatically be shared from your device to the room speakers.
- 20) **FOR MAC USERS:** If you are sharing video or sound, you might need to edit permissions in your settings to hear the sound played through the room speakers (see the following images).



NOTE: Make sure the output volume is not muted.

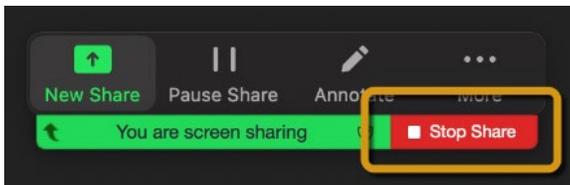
HOW TO VIEW MEETING PARTICIPANTS

21) Click **'View'** on the touch screen panel - your options are **'speaker'**, **'thumbnail'** or **'gallery'**. If you opt for **'gallery view'** and you want to see all participants, including those with their camera off, then click **'Participants'**, then **more...** and in the bottom right corner, select **'enable non-video participants'** to display everyone.

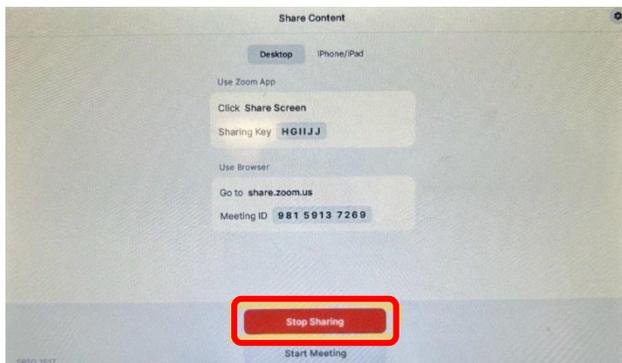


TO STOP SHARING

22) When you are done sharing your video, PowerPoint, audio file, etc., click **'Stop Share'** on your laptop or mobile device.



23) Click **'Stop Sharing'** on the zoom room touch screen panel.



TO LEAVE OR END THE MEETING

- 24) If you are **not the host**, you can leave the meeting by pressing the **'Leave Meeting'** button to the right of the zoom navigation bar.
- 25) If you are the **host**, click the **'End Meeting for All'** button to end the zoom meeting for everyone.

FINAL STEPS

- 26) Make sure the room is clean and all trash has been taken out before leaving.
- 27) Turn off the lights.
- 28) Shut the doors and ensure doors are locked.

FOR TECHNICAL ASSISTANCE FOR SOCIAL SCIENCES ONLY, please call (949) 824-2766.
A student worker will assist, if available, during the times below:
M-F 8:00 a.m. – 12:00 p.m.
and 1:00 p.m. – 5:00 p.m.