

WIRELESS SHARING WHEN THERE ARE ONLY 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

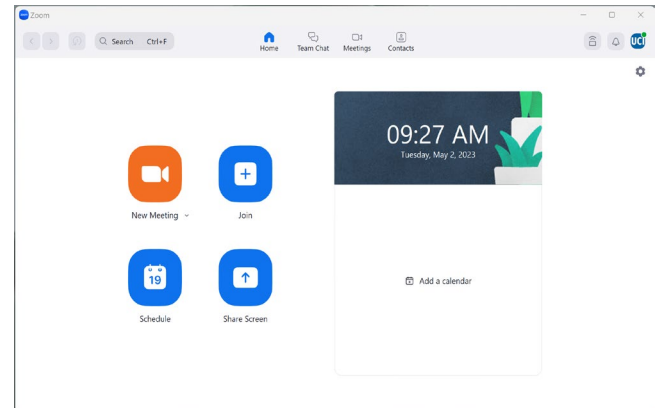
- 1) Set up an AV test with **Fran Hom** and her team (fhom@uci.edu), to troubleshoot any issues **48-hours** prior to your event.
- 2) Make sure your computer and zoom application are updated to prevent connectivity issues or interruptions during the presentation.
- 3) The day of your event (before 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.
 - d) Note that you will be sharing your whole desktop once sharing begins. You will not be asked to share a particular screen.

IN THE ROOM

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

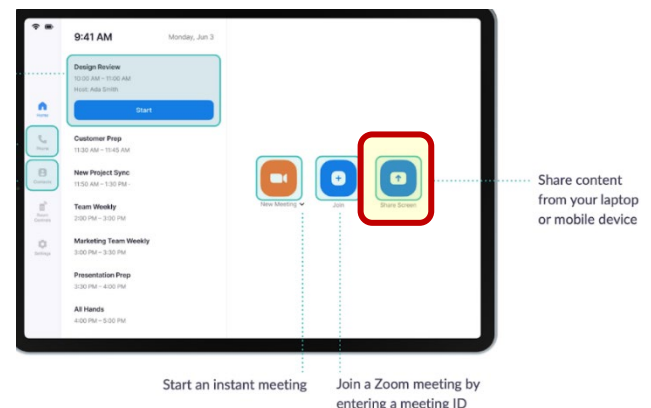


- 6) Once signed in, a new window should appear that looks like the following image:



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.

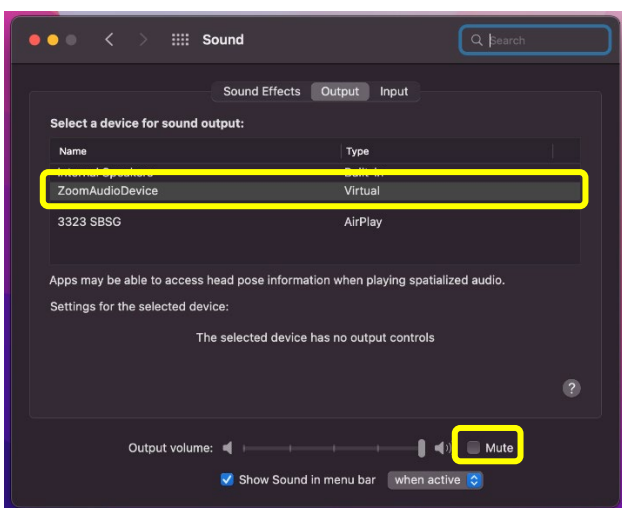
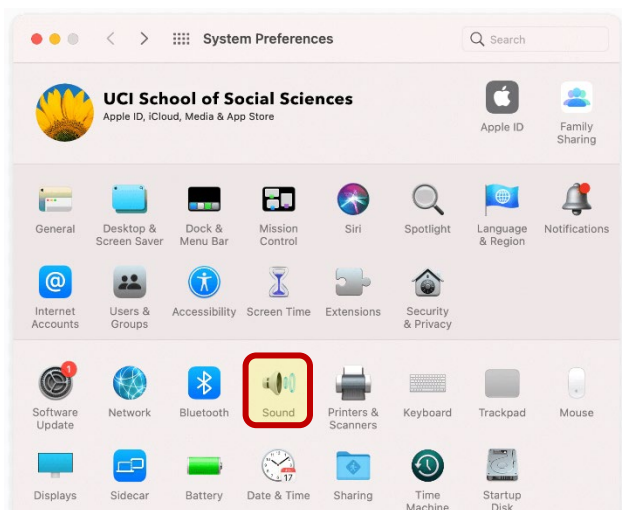
- 7) On the touch screen zoom room controller (located either on the wall or on a table in the room), click the **'Share Screen'** button as shown in the following image:



SOUND OUTPUT

- 8) Check your sound settings to ensure that the sound output is linked to the zoom audio device.

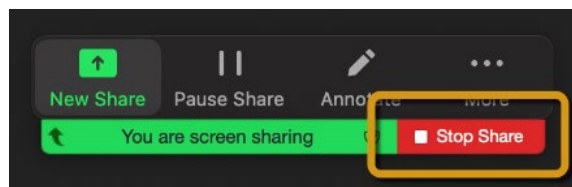
- 9) The main controller for the volume is on the touch screen; there is a slider.
- 10) **FOR PC USERS:** If you are sharing a video, the sound will automatically be shared from your device to the room speakers.
- 11) **FOR MAC USERS:** If you are sharing video or sound, you might need to edit permissions in your settings to hear the sound played through the room speakers (see the following images).



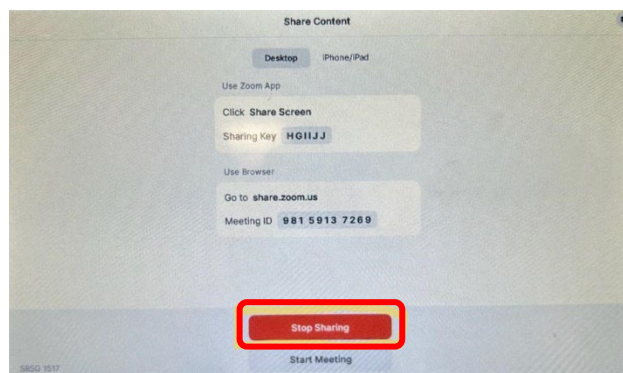
NOTE: Make sure the output volume is not muted.

TO STOP SHARING

- 12) When you are done sharing your video, PowerPoint, audio file, etc., click the 'Stop Share' button on your laptop.



- 13) Click 'Stop Sharing' on the zoom room touch screen panel.



FINAL STEPS

- 14) Make sure the room is clean and all trash has been taken out before leaving.
- 15) Turn off the lights.
- 16) 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.