

WIRELESS SHARING WHEN THERE ARE BOTH VIRTUAL & IN-PERSON PARTICIPANTS (SBSG 1517)

If you would like to share your laptop screen onto the projector screen, follow the instructions below:

PREPARATION

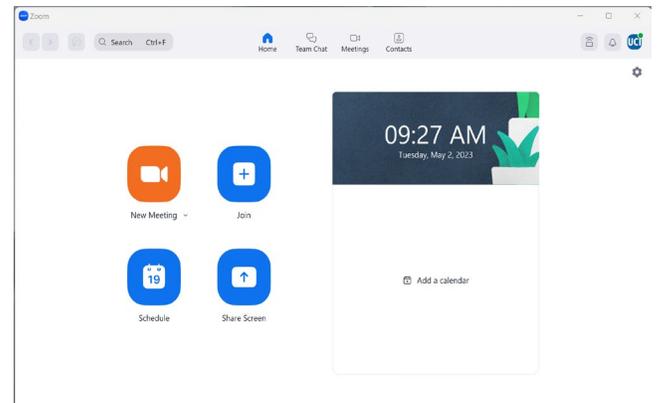
- 1) Set up an AV test with **Fran Hom** and her team (fhom@uci.edu), to troubleshoot any issues **48-hours** prior to your event.
- 2) Make sure your computer and zoom application are updated to prevent connectivity issues or interruptions during the presentation.
- 3) Schedule the Zoom meeting in advance 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 projector screen is not already down, press the switch labeled **“projector screen”** near the room entrance.
- 6) Use the Epson remote located on the wall holder near the podium to turn on the projector.
- 7) Sign into the Zoom application on your laptop.

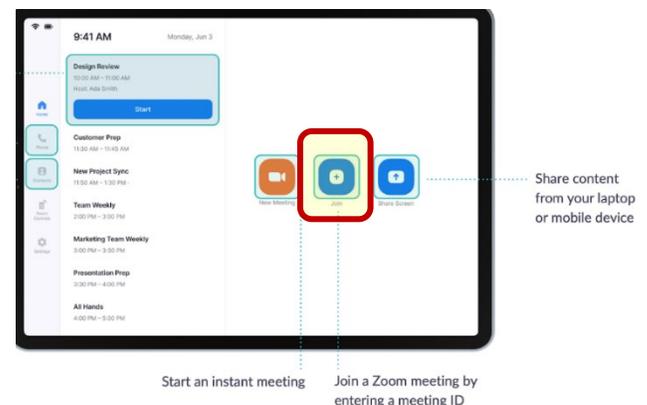


- 8) Once signed in, a new window should appear that looks like the following image:



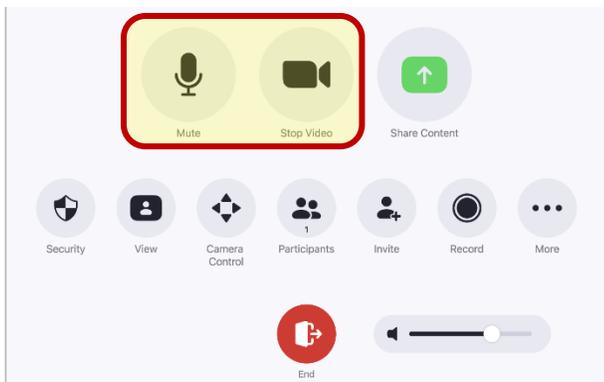
- NOTE:** Make sure you have wireless connectivity. Do not use the UCI-Guest Network. It is reserved only for UCI visitors. Faculty and Staff should use UCI Net Mobile Access.

- 9) As the host, you should be the first person to login to the Zoom meeting on your laptop.
- 10) If the control panel located on the wall near the podium is asleep, slightly touch the screen to activate.
- 11) On the touch screen, click the **‘+Join’** button as shown in the following image:



- 12) **Return** the Epson remote control to its holder.

- 13) 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 SBSG 1517 Zoom account.
- 14) Give it a minute for the devices to sync to your zoom meeting.
- 15) Make sure the **microphone** and **video** controls are enabled on the touch screen panel (as seen in the following image).

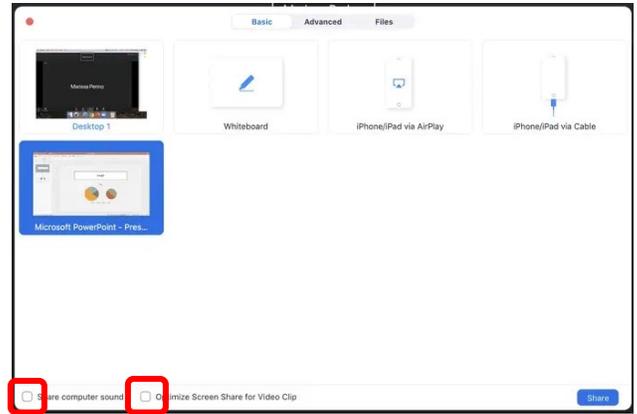


FOR VIDEO & SOUND SHARING:

- 16) 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.
- 17) From your laptop, click the green Share Screen button on the meeting control bar, located at the bottom of your screen.



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

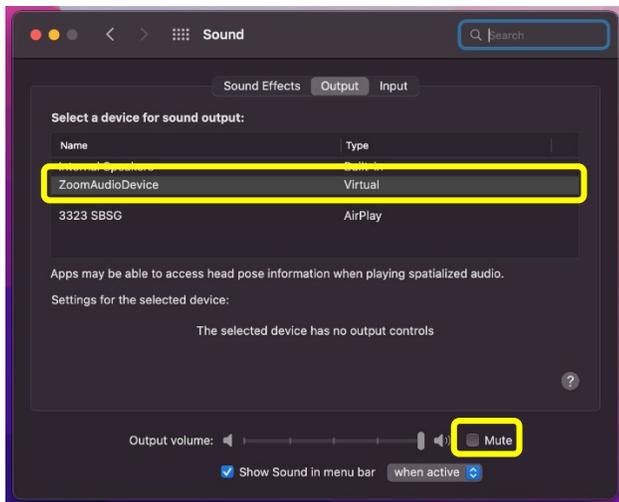


- 19) If you are sharing a video or a sound file, remember to check the **'Share sound'** and the **'Optimize for video clip'** boxes at the bottom of the screen as shown above before clicking the blue **'share'** button.

SOUND OUTPUT

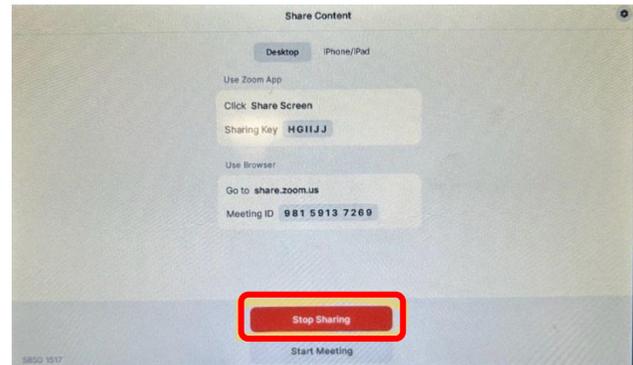
- 20) Check your sound to ensure that the sound output is linked to the zoom audio device.
- 21) The main controller for the volume is on the touch screen; there is a slider.
- 22) **FOR PC USERS:** If you are sharing a video, the sound will automatically be shared from your device to the room speakers.
- 23) **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.

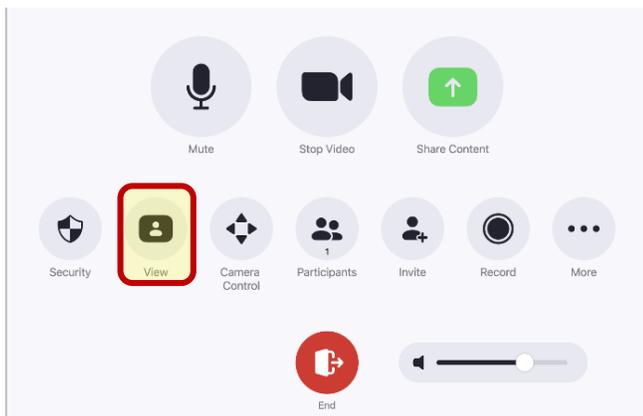
26) Click **'Stop Sharing'** on the touch screen panel on the wall.



TO LEAVE OR END THE MEETING

HOW TO VIEW MEETING PARTICIPANTS

24) 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.

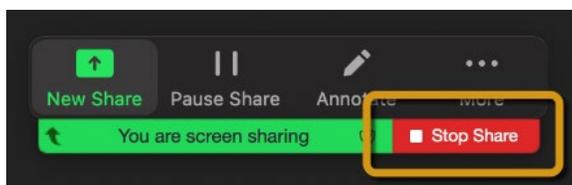


- 27) If you are **not the host**, you can leave the meeting by pressing the **'Leave Meeting'** button to the right of the zoom navigation bar.
- 28) If you are the **host**, click the **'End Meeting for All'** button to end the zoom meeting for everyone.
- 29) Use the Epson remote located on the wall holder near the podium to turn off the projector. You will need to press the power button twice to turn off the projector.
- 30) Return the Epson remote control to its holder.
- 31) Use the switch labeled **"projector screen"** near the room entrance to raise the screen.

FINAL STEPS

TO STOP SHARING

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



- 32) Make sure the room is clean and all trash has been taken out before leaving.
- 33) Turn off the lights.
- 34) 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.