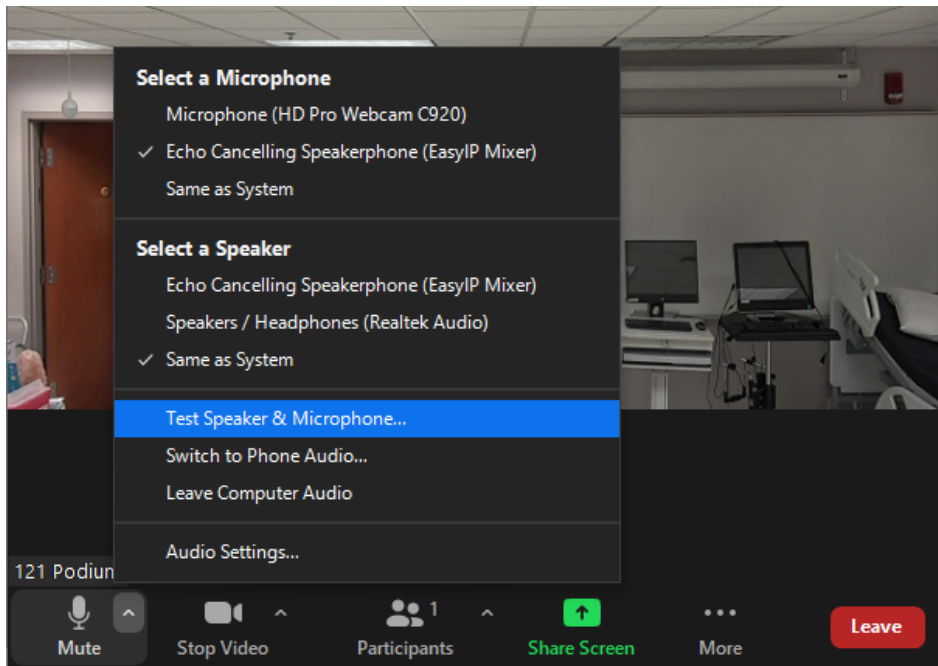# Zoom on Podiums

Click the "up" caret next to the microphone item and use "Test Speaker and Microphone" to ensure both are working. If you do not hear the tones, Zoom will switch to a different speaker and try again. If you wish to set the speaker manually, select "Same as System."

Start Zoom on the podium first.

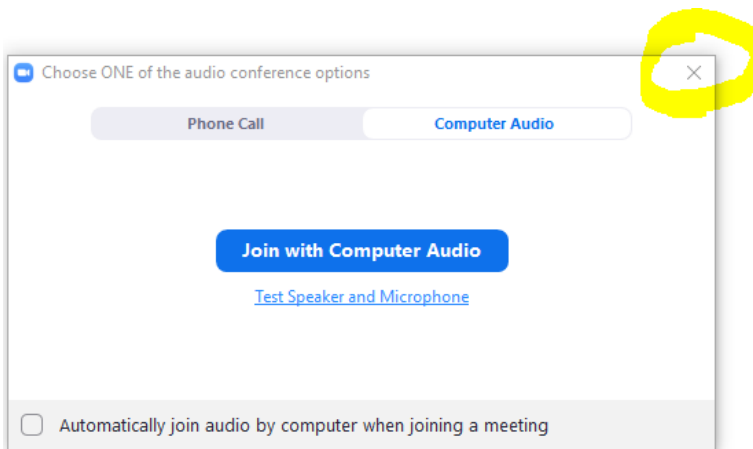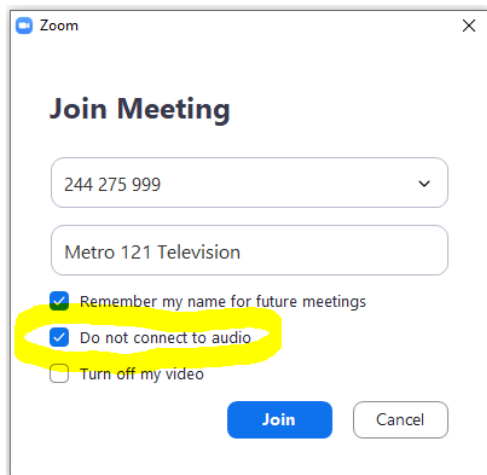Test Speaker and Audio on podium Zoom—both should be working.

Click PARTICIPANTS and if you are not the host, use CLAIM HOST so you can share your screen.

Make a note of the Zoom Room number to make it easy to join later on the TV.

Share Your Screen

Zoom on Television

If you have audio working on the podium, **do not connect to audio on the television** or you will create a feedback loop. You can either check the box that says "do not connect to audio" or simply "x" out of the "join audio" box (you'll be asked to confirm you want to join without audio—say "continue.")

Once you've shared the screen on the podium Zoom, click VIEW (upper right hand corner) and change to SIDE BY SIDE: GALLERY and drag the divider between the two windows to make the shared screen as small as possible.   **Questions? Contact Rodger at 423-240-6689.**