Step #1:

➔ Take out the TV remote, wireless keyboard, and wireless mouse from the equipment cabinet

➔ Use TV remote to turn on TV Monitor (red button)

➔ Turn on wireless keyboard
➔ Turn on wireless mouse
➔ Carefully remove the double cover on the Rally Bar and place on table

➔ Click “Enter” on the keyboard to wake up the in-room PC
  ◆ Password 2550
  ◆ If the “Check Device Power” screen comes up, select “SOURCE” and then the in-room PC will wake up.

➔ Double click on Zoom shortcut and sign in using your SSO credentials
➔ Start your meeting
➔ Click “Join with Computer Audio” (this enables all-in-one unit automatically, it is preset, no need to adjust anything, may take a few seconds for the sensor to pickup your voice/movements)
➔ Click “Start Video”
After you complete step #1, if you are going to Share Screen from your laptop (PC or Mac) using the HDMI cable, follow these next steps:

➔ Connect the HDMI cable to your laptop
  ◆ The in-room PC will automatically detect your PC and you will see it on the monitor
➔ Sign in to Zoom on your laptop using your SSO credentials
➔ Start or Join Meeting without audio
  ◆ **DO NOT JOIN with COMPUTER AUDIO** (mute laptop mic & speakers)
  ◆ Click on Continue box
  ◆ Host should be on “host unmute”
➔ Now you can let your participants in through the Wait Room or Invite people

When you are done with your Meeting:

➔ From your laptop, stop sharing your Zoom screen
➔ Unplug HDMI cable from your laptop
➔ Click on “Source” using the TV remote (it will appear on the screen after you unplug the HDMI cable)
➔ Using the TV remote, select “PC”
➔ You will now see the in-room PC again on the TV monitor, using the keyboard
  ◆ Sign out of Zoom
  ◆ Close all tabs
➔ Use the TV remote to turn off TV Monitor (red button)
➔ Turn off wireless keyboard
➔ Turn off wireless mouse
➔ Place TV remote, wireless keyboard, and wireless back mouse safely back in the equipment cabinet
➔ **Carefully** place the double cover back on the Rally Bar
➔ Wrap HDMI cable and leave on small table

➔ Turn off room lights
➔ Close door to keep room secure
If you are going to Share Screen from your laptop using Wi-Fi

After you complete step #1, if you are going to Share Screen from your laptop (PC only) using Wi-Fi (no HDMI cable), follow these next steps:

➔ Make sure your laptop is connected to campus Wi-Fi (UCR-SECURE)
➔ Make sure your labtop Bluetooth is on
➔ On the right side of the task bar, select
  ◆ Project
  ◆ Then select Duplicate
  ◆ And Click on Connect to a wireless display
◆ Select “Samsung AU8000 85 TV” from the listing that appears

➔ Using the TV remote, click on “Allow”

➔ Your PC will now Project on the TV monitor
➔ Sign in to Zoom on your laptop using your SSO credentials
➔ Start or Join Meeting without audio
  ◆ **DO NOT JOIN with COMPUTER AUDIO** (mute laptop mic & speakers)
  ◆ Click on Continue box
  ◆ Host should be on “host unmute”
➔ Now you can let your participants in through the Wait Room or Invite people

**When you are done with your Meeting:**
➔ From your laptop, stop sharing your Zoom screen
➔ Disconnect from TV
➔ Using the TV remote, click on “Source” if it appears on the screen after you disconnect
➔ Using the TV remote, select “PC”
➔ You will now see the in-room PC again on the TV monitor, using the keyboard
  ◆ Sign out of Zoom
  ◆ Close all tabs
➔ Use the TV remote to turn off TV Monitor (red button)
➔ Turn off wireless keyboard
➔ Turn off wireless mouse
➔ Place TV remote, wireless keyboard, and wireless back mouse safely back in the equipment cabinet
➔ Carefully place the double cover back on the Rally Bar
➔ Wrap HDMI cable and leave on small table
➔ Turn off room lights
➔ Close door to keep room secure