

Zoom Polycom Classroom Setup

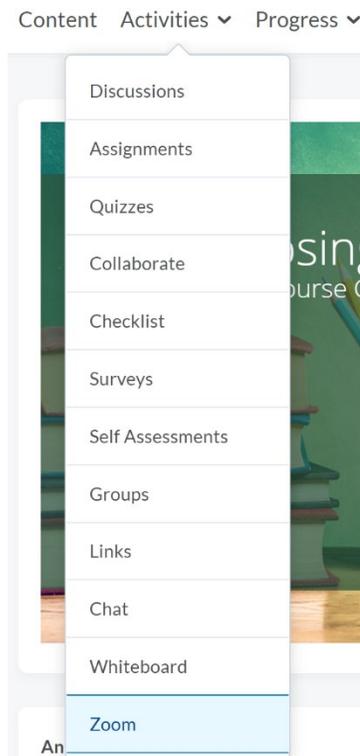
*Class Zoom meetings should be created in D2L (Courses) before the start-time of any given class. See [guide for more details](#)

Room Startup

You will need display(s) and the Instructor PC up and running. Please consult with your local IT group/site Director/site VTT Facilitator, if necessary, to understand how to turn on your designated room.

Initiating connection through D2L course shell

- 1: Log into your course shell in D2L.
- 2: Select **Zoom** under **Activities**



3: Select the **Start** button on the appropriate day-of-class Zoom session.

Content Activities ▾ Progress ▾ Classlist Calendar Resources ▾ Manage Files Course Tools Help ▾

zoom
Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) ⋮

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Tue, Aug 25 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Start Delete
Thu, Aug 27 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Delete

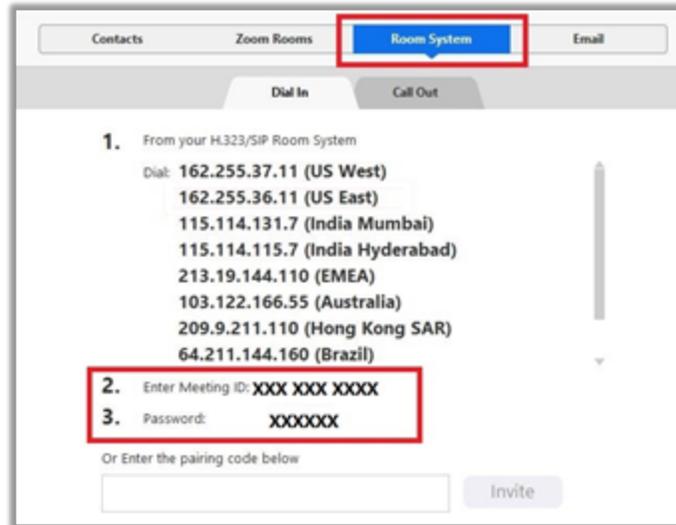
4: After starting, Zoom may prompt you with a **Launch Application** box (If not, proceed to step 5.). Select **Open Zoom Meetings** if this box comes up.

1: In your Zoom meeting, click the **Participants** button (if the Participants panel is not already showing,) then click the **Invite** button. This will display the “Invite” box. Click the Invite box.

Security **Participants** 1 Polls Chat **Share Screen** Record Breakout Rooms **End** **Invite** Mute All Unmute All ...

yes no go slower go faster more clear all

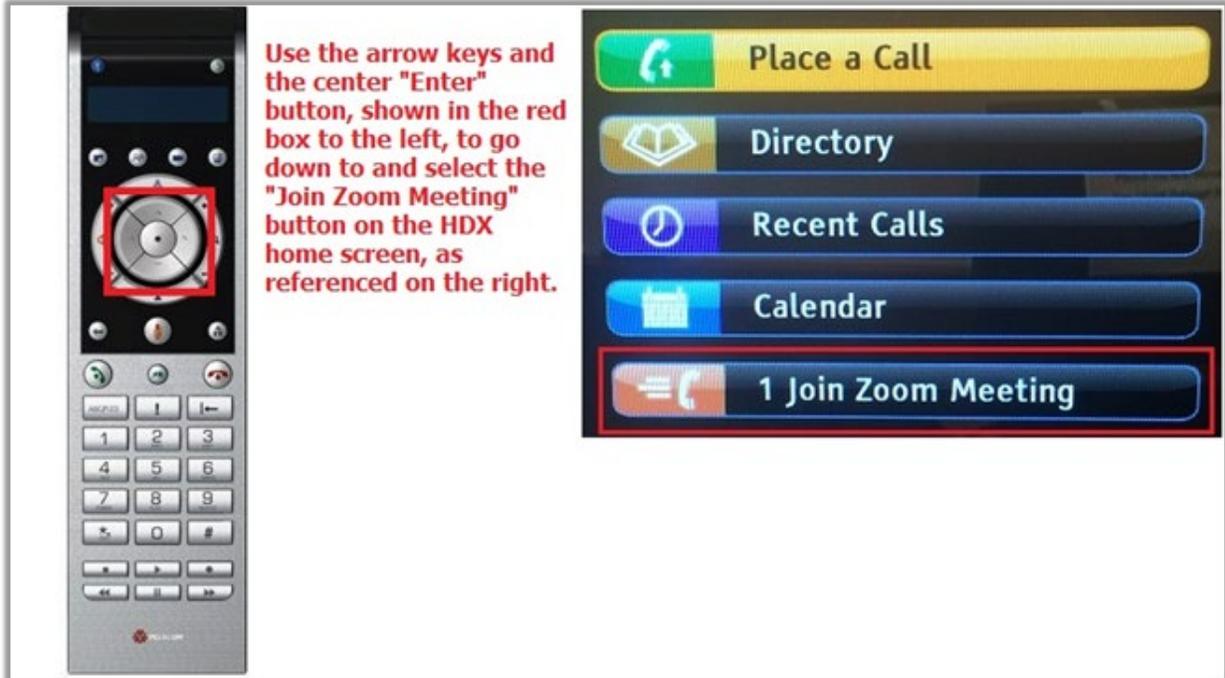
2: Once the **Invite** box is open, click the **Room System** tab. Note steps 2 and 3, circled below, as they’ll be used in following instructions. *While the box shows ‘Password’ here, it will show ‘Passcode’ in the future.



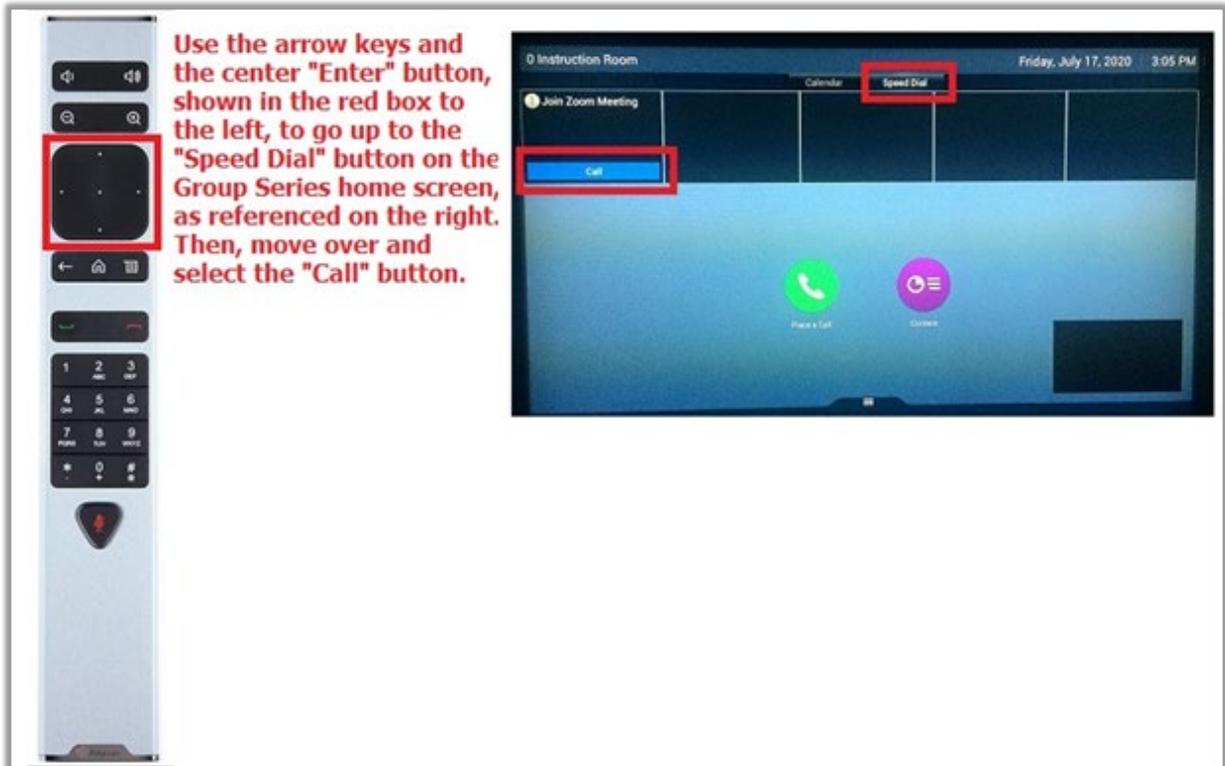
3: Using the controller meant for your device, either Group Series or HDX (Reference the pictures above,) click to the appropriate buttons to make a Zoom call via the Polycom (reference the pictures below.)

3a: If the quick call option is missing, or does not seem to be connecting properly, you can also select the 'Place a Call' button, and type in the IP: 162.255.36.11 then hit the Call button. Continue to step 4.

HDX



Group Series





4: Once connected, a screen will request the Meeting ID and Passcode. Click the # key on the Polycom remote, then type in the Meeting ID shown in the “Invite” box (Reference Step 2) Click the # key again when complete.

5: Another box will show, requesting the passcode. Click the # key, then type in the Meeting Passcode shown in the “Invite” box (Reference Step 2 again) Click the # key again.

6: It may take a couple seconds, but your Polycom should now connect into the call.

Recording Class

1: In the lower section, click the Record button.

2: Click “Record to the Cloud”



*When class is finished and closed (instructions explaining how to close out a class come later,) the recording will be automatically stopped.

Muting Microphone

1: Via the remote control that's meant for your Polycom unit, press the Mute button. (Reference the picture below.)



Sharing Content

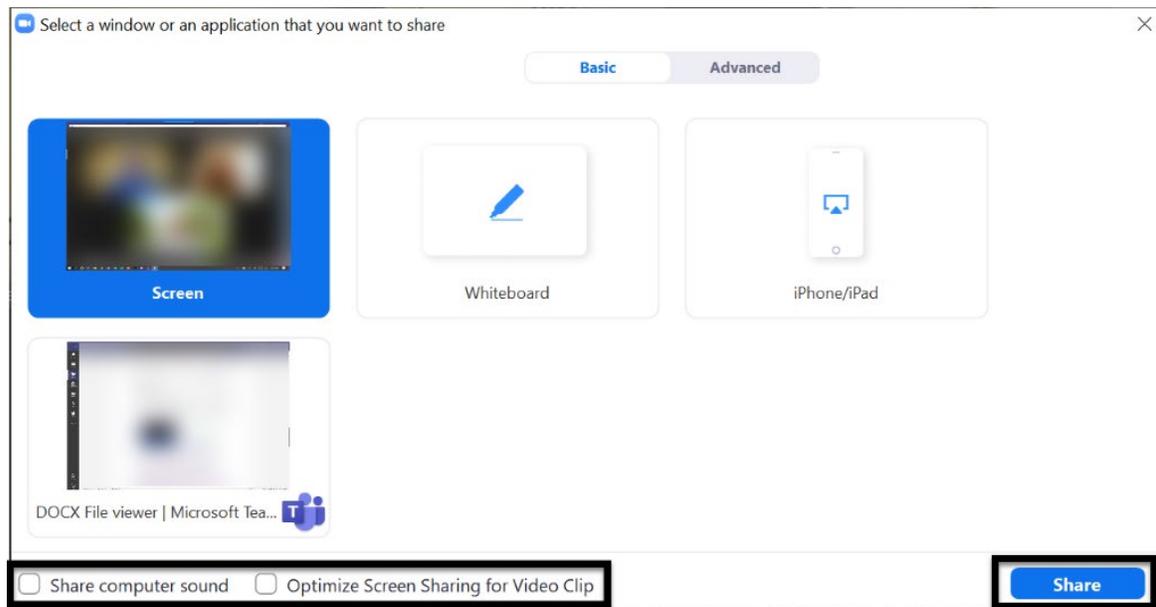
*Have the content you wish to share open before selecting **Share Screen** (website, YouTube videos, PowerPoints, etc.)

1: In Zoom, select the **Share Screen** from the meeting controls.

2: Choose which content to share.

- If sharing **Screen**, participants will see what the instructor sees is what participants will see.
- If sharing **Whiteboard**, only an annotation-used whiteboard will show to the other participants.

- If sharing **any program** (PowerPoint, web browser, etc.), only that program will be shown to the participants, even if working in another program.

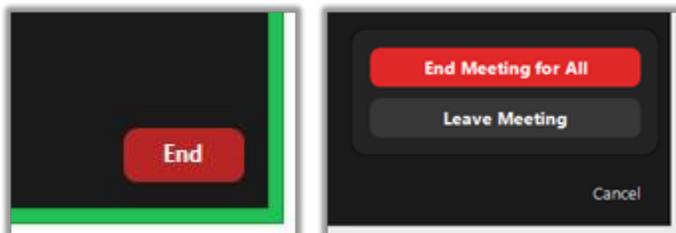


3: Select **Share computer sound** and **Optimize Screen Sharing for Video Clip** to ensure the best experience for your participants.

4: Once those options are selected, select the **Share** button.

Finishing Class

1: When the class is over, select the **End** button in the lower right-hand corner of the screen, then select **End Meeting for All**. The class recording will be ended at this time.



2: Be sure to log out of Okta, as well as any other webpages or applications you may have logged into during class.