CCB Zoom Room FAQ:

1. **How do I display the podium computer (or my PowerPoint slides) to the projector screen?**

   - There are two ways to display the podium computer to the projector, both of which requires you to turn on the Telepresence equipment from the guide provided and tapped on the desk next to the Crestron tablet.

   - The first way to project the computer is by creating a "New Meeting" that will automatically create a one time Zoom meeting. You can choose to record that session by providing your email address (make sure to double check that you type in your email address correctly).

   - The second way to project the computer is by joining using the Zoom meeting you have already created by typing in the Meeting ID number and the Passcode. After that, you can proceed the same way as you would if you simply creating a new meeting from the system itself.

2. **The previous professor didn't end their Zoom session, what do I do?**

   - There are two screens displayed in the Crestron tablet, you would need to switch to one or the other upon where you need to go. If you are in the Zoom Rooms on the first floor (42: 1101, 1105, 1111, 1113), you will need to tab on the "Home" icon that shows a symbol of a house. If you are in a Zoom Room on the second floor (42: 2105), you will see a line at the top center of the Creston tablet where you would need to slide down to find the "Home" icon and tab on it to switch between screens. Once you are on the screen that displayed the Zoom meeting, please be sure to tab on the red button that shows an icon of a door to end the meeting that the previous professor left.

3. **Who do I contact when I have a problem with the technology in a Zoom Room classroom?**

   - If you have a problem with the technology in one of the Zoom Rooms, please email telepresence@unf.edu or call (904) 620-HELP (4357)

   - Please always request a technician if you would like to use the LITS Lab (42: 2116) for your Zoom meetings and/or your class Zoom sessions. You can also request a technician to help you out in the other Zoom Rooms if preferred but not required.