

Zoom Rooms

- [Company Meeting Area - Zoom Room](#)

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Company Meeting Area

The company meeting area (north end of the 2nd floor) has been turned into a Zoom room to simplify the process of holding video conferencing meetings in that area.

To use this room, please schedule the room in the calendar just like you would any other Zoom room and make sure that you add video conferencing. Use the remote controls to bring the projector screen down and turn the projector on.



Use the tablet on top of the computer to start the meeting.



If you need to share a screen, you will need your computer to do that.

Things to be aware of

- You can schedule the Company Meeting Area by creating a calendar event and selecting "Calendar Meeting Area".
- By default, participants join muted and with the video off.
- You will need your own computer to share your screen. Do not unmute your computer's mic or you will get feedback.
- The camera can be controlled with the tablet. You can zoom in or out and adjust where the camera is pointing.
- Please remember to turn off the projector when you are finished (press the power button twice to turn it off).