

EOC Zoom setup instructions

Setting up the room (can be done by anyone)

1. Join the zoom meeting on your phone
2. Claim host: select 'More' – 'Claim Host' – enter: 735453
3. Setup room monitor – select 'Participants' – 'Invite' – 'Invite... Room System' – enter: 20893@phsa.ca in the IP address box
4. Unmute the room – select the room system in the participant list – select 'Ask to Unmute' – Request will appear on the monitor but does not have to be acknowledged/ default response is unmute after 30 seconds
5. Distribute the 8 microphones around the room/ one is required for the presenter – they are muted when the red light appears – switch between mute vs active by using the center button.

Setting up the presenter

1. Do not hook up the presenter laptop to the HDMI cable, this will defeat all the audio/ video capabilities of the room
2. Presenter should open zoom on their presentation laptop and join the zoom meeting as a participant
3. Presenter to share their screen (sharing is enabled for all but only one individual can share at a time)
3. Presenter laptop should be muted
4. Presenter to use one of the portable microphones

Conducting the meeting (host duty)

1. Best to assign a co-host (e.g. presenter), otherwise the meeting will shut down if the host has to leave
2. Confirm audio is available for virtual participants
3. Hit record button (if meeting appropriate for recording)
4. Mute participants
5. Monitor the chat for questions/ comments and look out for raised hands