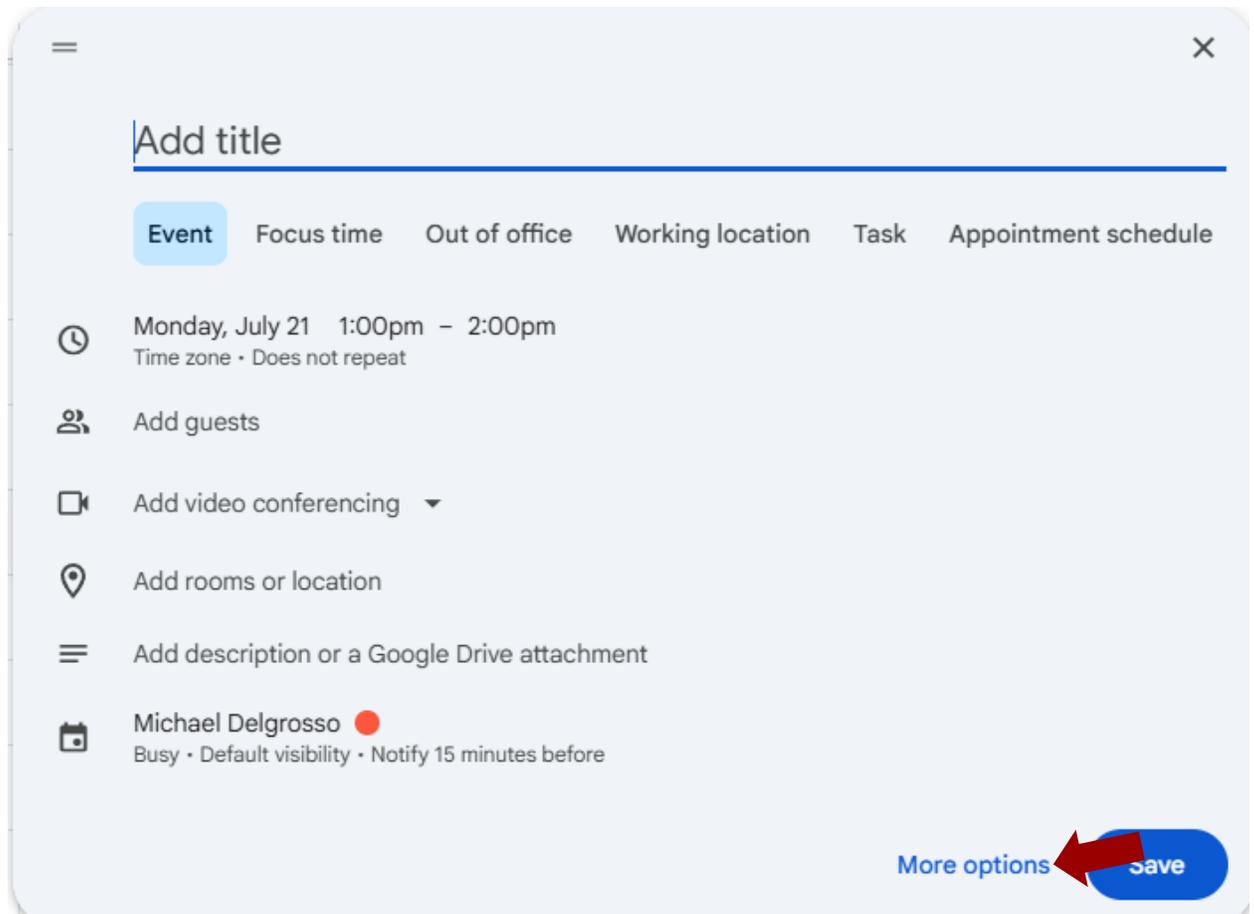


How to use the Logitech TapIP Tablet & Rallybar Camera with Zoom Rooms

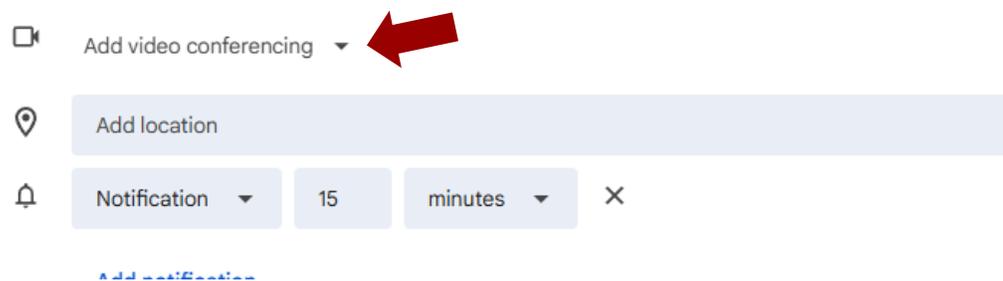
(Conference rooms - NCS156, NCS256, NCS358, NCS109, NCS209)

1. Create a Zoom Meeting and Reserve the Conference Room

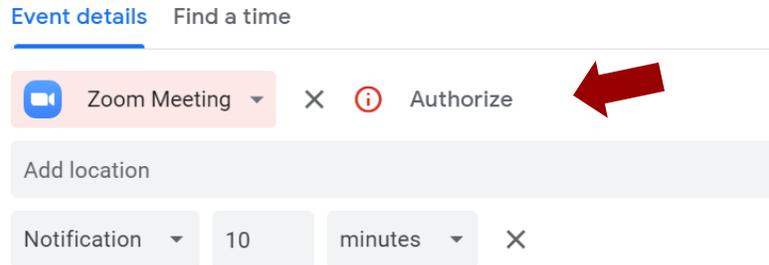
1A. Open Google Calendar and create a meeting. Make sure to click on "More Options"



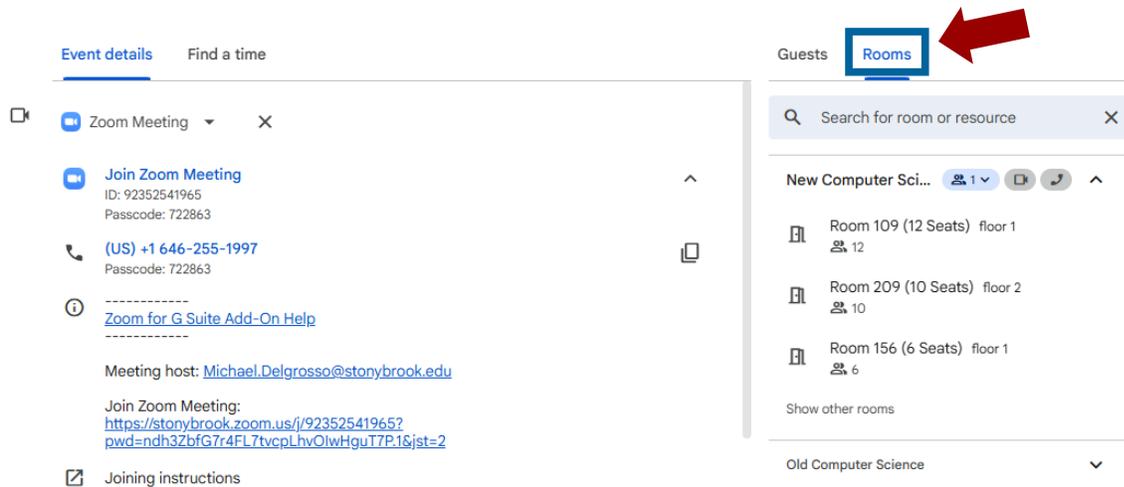
1B. Click "Add Video Conferencing" and click "Zoom Meeting"



1C. You may need to authorize your account. Click **Authorize** if prompted, and connect your @cs.stonybrook.edu email to allow Zoom for G Suite to access your account. Additionally, another login prompt will appear to sign into Zoom.



1D. Once the account is authorized, your Zoom meeting information should be visible. At this time you can add any guests to your meeting. You will then need to add the room to the event so the Zoom Room and physical room get invited to the meeting. Click on the Rooms link and select the room where your event will be taking place.



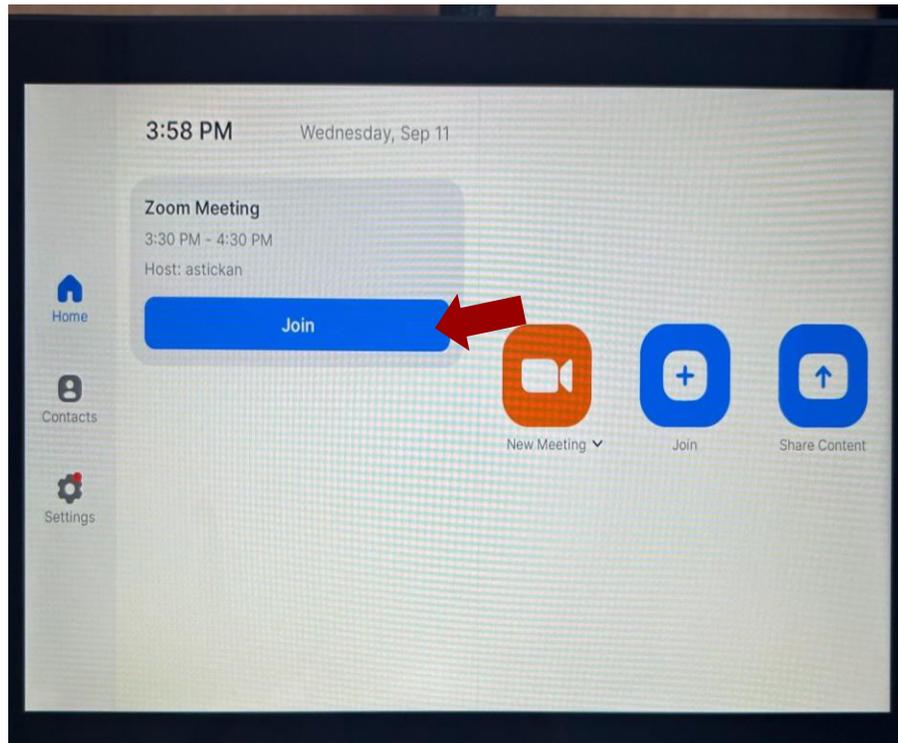
1E. Click Save to finish.



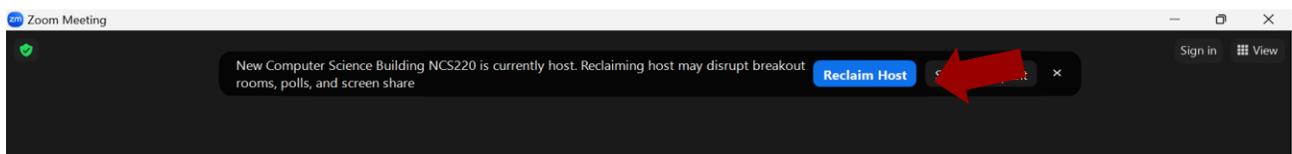
2. Using the Tap/IP tablet to start your meeting

Upon entering the conference room at your scheduled time, the tablet on the table will appear as shown below, with the scheduled meeting shown on the home screen.

2A. Click Join



Additionally, after clicking join from the conference room, the Zoom Room you are using becomes host, and from the tablet you can access host controls. If you want your email account to remain host, when joining the zoom on a separate device, simply click 'Reclaim Host' that pops up on your screen, you can manage the controls of the camera and microphone of the conference room system from the tablet.



Already have a Zoom meeting created?

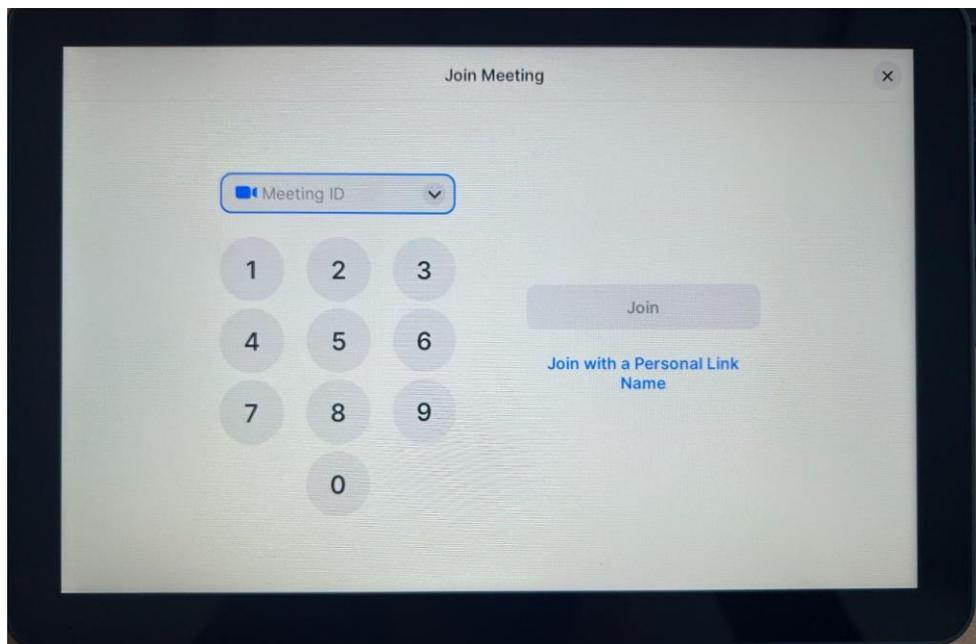
- 3.** If you have already created a Zoom meeting and sent out invitations, then you can easily join through the tablet in the room without having to recreate your meeting.

3A. On the home screen, press the join icon.



Join

- 3B.** Type in the meeting ID as well as the password once prompted and you will be taken into the Zoom meeting.

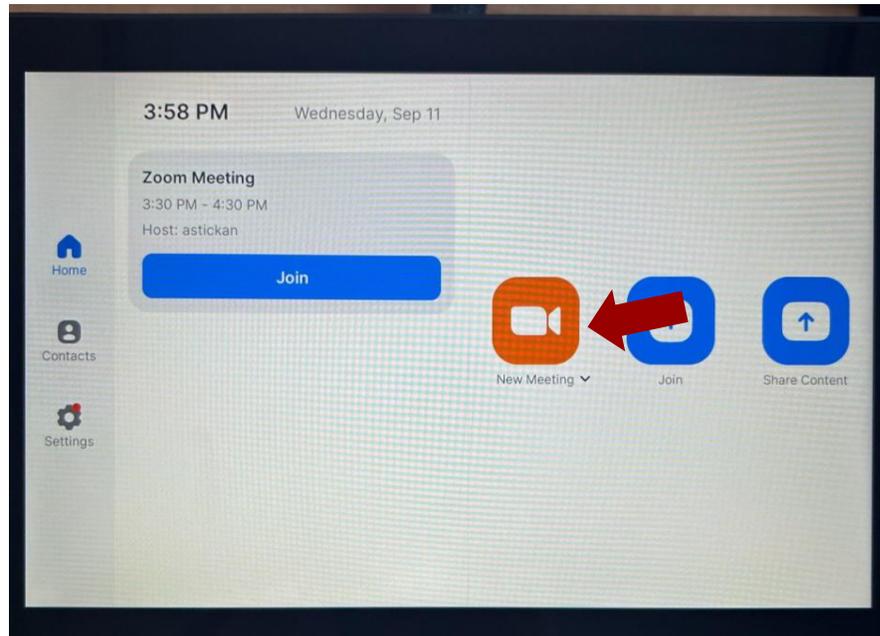


- 3C.** You can navigate the controls to perform actions such as turn the camera/microphone on or off, share content, and allow other participants to screen share.

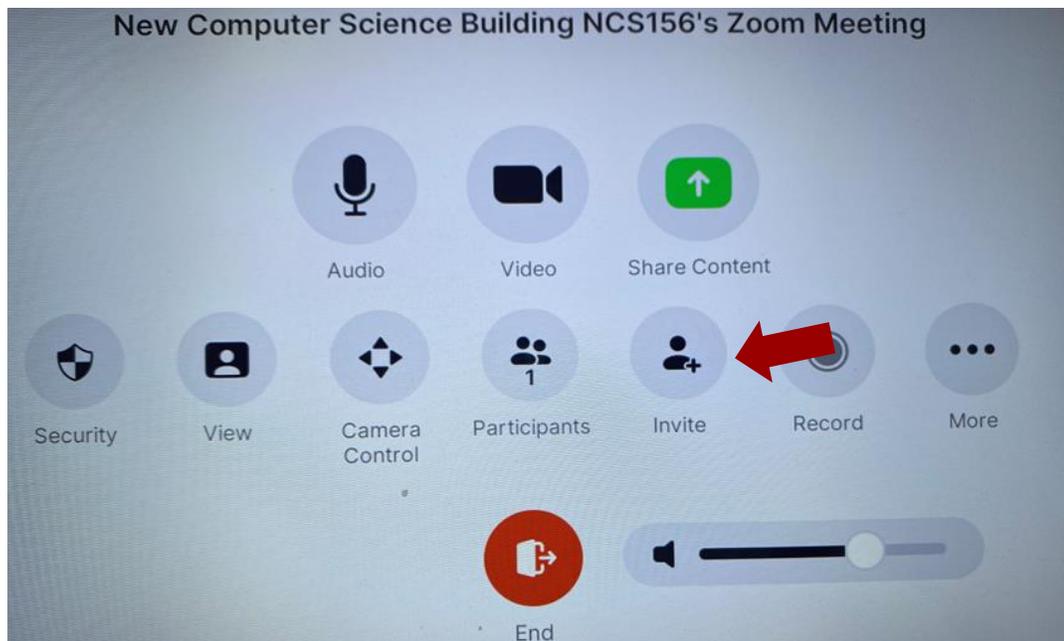
No meeting created? You can use the tablet to create a meeting.

4. Creating a meeting from the tablet in the room

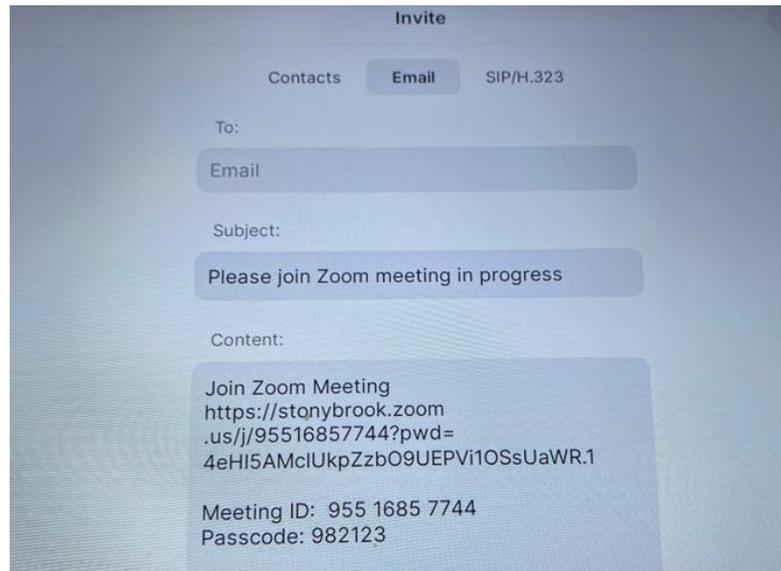
4A. Press "New Meeting"



4B. Press "Invite" to invite guests to your meeting.



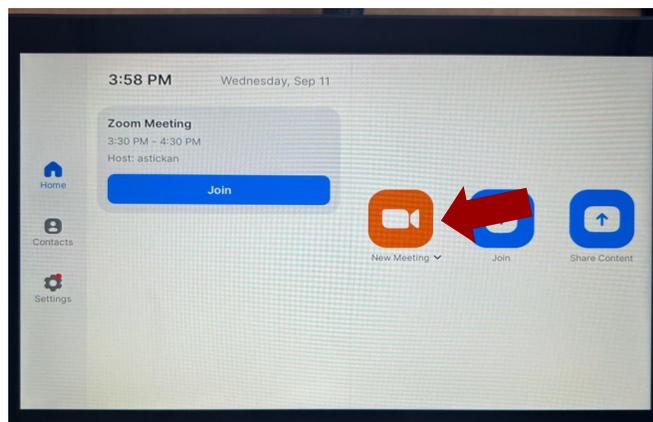
4C. You can search and browse for your participants in the address book under the "Contacts" tab or you can send an email with the meeting info from the "Email" tab.



You can share content to the display in the room without creating a meeting.

5. Displaying content to the room displays without starting a meeting.

5A. Press "Share Content"



5B. Press on "Desktop" for Windows devices or "Iphone/Ipad" for Mac devices and follow the on screen instructions.

