### 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"

=	×
	Add title
	Event Focus time Out of office Working location Task Appointment schedule
()	Monday, July 21 1:00pm – 2:00pm Time zone • Does not repeat
20	Add guests
	Add video conferencing 👻
0	Add rooms or location
≡	Add description or a Google Drive attachment
Ō	Michael Delgrosso – Busy • Default visibility • Notify 15 minutes before
	More options save

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

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0	Add location						
¢	Notification 👻	15	minutes	•	×		
	Add a stification						

**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.

Image: Som Meeting Interpretation of the second	ind a time	Guests Rooms
Join Zoom Meeting ID: 92352541965 Passcode: 722863 ∧ New Computer Sci ▲ 1 ∨ □ ✓   V (US) +1 646-255-1997 Passcode: 722863 □ □ Room 109 (12 Seats) floor 1 ▲ 12 □   Image: Computer Sci ▲ 1 ∨ □ □ ■ ■ ■   Image: Computer Sci ▲ 1 ∨ □ □ ■ ■ ■   Image: Computer Sci ▲ 1 ∨ □ □ ■	• X	Q Search for room or resource
(US) +1 646-255-1997   Passcode: 722863   Comm for G Suite Add-On Help   Meeting host: Michael.Delgrosso@stonybrook.edu   Join Zoom Meeting:   https://stonybrook.zoom.us/j/923525419657   pwd=ndh3zb/fGrr4FLTvcpLhvOlwHguT7P16jst=2	eeting 5 163	∧ New Computer Sci (♣1∨ D J ∧
Image: Solution of the soluti	<b>255-1997</b> 163	
Meeting host: Michael.Delgrosso@stonybrook.edu   Join Zoom Meeting: A   https://stonybrook.zoom.us/i/923525419652 Show other rooms   pwd=ndh32bfG7t4FL7tvcpLhvOlwHguT7P.1&jst=2 A	uite Add-On Help	Room 209 (10 Seats) floor 2 <u>2</u> 10
Join Zoom Meeting: https://stonybrook.zoom.us/i/923525419652 pwd=ndh3ZbfG7r4FL7tvcpLhvOlwHguT7P1&jst=2	: <u>Michael.Delgrosso@stonybrook.edu</u>	Room 156 (6 Seats) floor 1
pwd=ndn3zbrg/r4FL/tvcpLnvOiwHgU1/P:iajst=z	eeting: <u>vrook.zoom.us/j/92352541965?</u>	Show other rooms
☑ Joining instructions Old Computer Science	IG/r4FL/tvcpLnvOlWHgu1/P.lajst=2	Old Computer Science 🗸

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.



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

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4	5	6	Join Join with a Personal Link Name	
7	8	9	Latite	

**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"

	3:58 PM	Wednesday, Sep 11			
	Zoom Meeting 3:30 PM - 4:30 PM Host: astickan				
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đ			New Meeting 🗸	Join	Share Conte
ttings					

**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.

Invite	
Contacts Email	SIP/H.323
To:	
Email	
Subject:	
Please join Zoom meeting i	n progress
Content:	
Join Zoom Meeting https://stonybrook.zoom .us/j/95516857744?pwd= 4eHI5AMcIUkpZzbO9UEP\	/i10SsUaWR.1
Meeting ID: 955 1685 774 Passcode: 982123	4

## 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.

