

# Virtual Meeting Room

## Using Zoom Software

Turn on TV and Camera by turning on power supply on floor. Turn on laptop.



Turn on WiFi and login to SecureMustangWireless with your Cal Poly credentials.



Click on the PTZApp icon in the dock to launch the software to control pan, tilt and zoom for camera.



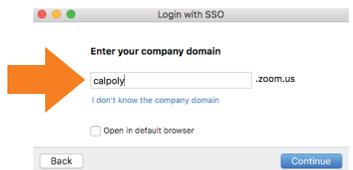
Click on the camera icon in the dock to launch the Zoom video conferencing software.



Click the Sign In button



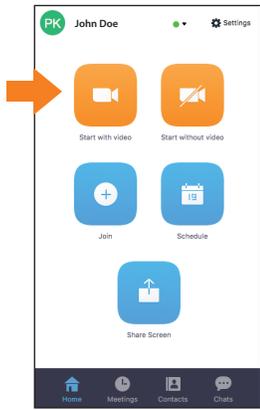
Click the Login with SSO button



Enter "calpoly" for the domain, then click on Continue.



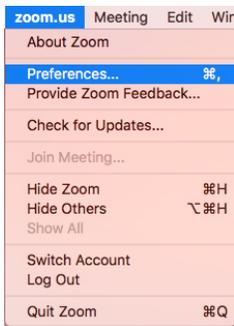
Enter your Cal Poly username and password to sign in.



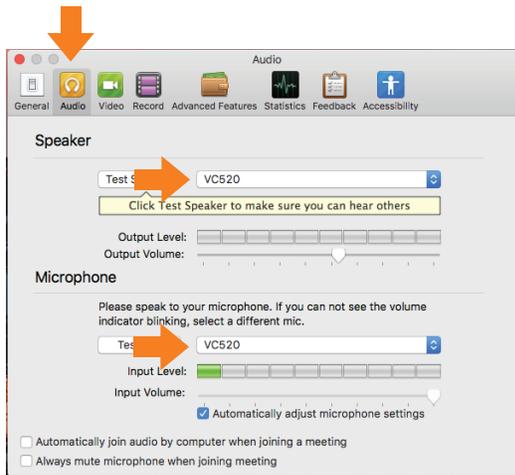
Click on the Start with Video icon



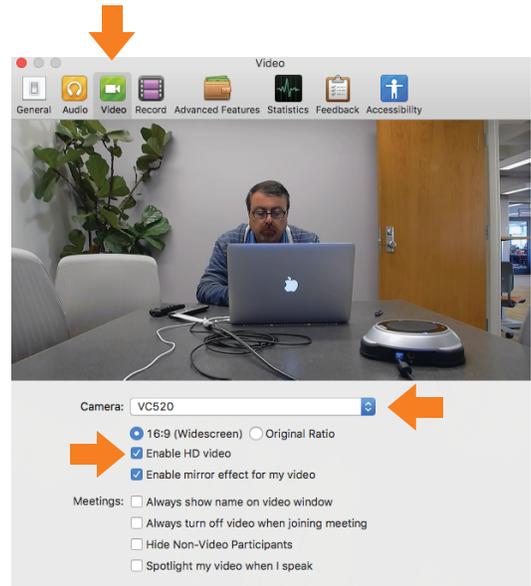
Click on Join Audio Conference by Computer



Select Preferences under the Zoom.us menu



Under the Audio tab, make sure VC520 is selected for both Speaker and Microphone



Under the Video tab, make sure VC520 is selected for Camera, and that Enable HD video is checked.

Now the system is setup up to begin your virtual meeting.

**NOTE:** When finished, make sure to logout from the Cal Poly Zoom session. Also, be sure to turn power off on power supply when your session is done.