



## How to Start a Zoom Class — Room 222

1. Make sure the **computer** is **on**.
2. Turn the **projector on** using the **white remote control**.
3. Locate the **Zoom icon on the desktop** of the computer and log in using the [SSO](#) option.
  - a. Once logged in select the **meetings** tab in the Zoom window to start the meeting.
  - b. Set the **Zoom view to Gallery** to make sure you can see all remote participants.
4. **ADJUST THE CAMERA:**
  - a. With the **remote control select camera 1** then adjust the camera with the arrows or presets on the remote control.
5. **Adjust Volume:**
  - a. The volume is controlled by the computer. Increase the speaker volume on the computer by clicking the **speaker icon on the Windows tray**.