

Touch Screen, TV, Personal Computer and Zoom Instructions

Do NOT unplug any cords or turn off monitor or hard drive (NUC) box.
DO turn off the TV. Do NOT change the TV source.

START: You should only have to turn on the TV

1. But, if something was previously turned off or changed:

- Make sure TV set to HDMI2/DVI
- Turn on the monitor – button on bottom, lower right corner of the **monitor**
- Make sure NUC power light is on (NUC is behind/under the monitor)
- Make sure the box mounted under the table is set correctly (see note stuck to table).



Do NOT put flash drive in NUC. Use USB ports on left hand side of monitor.



2. Laptop/Flash drive

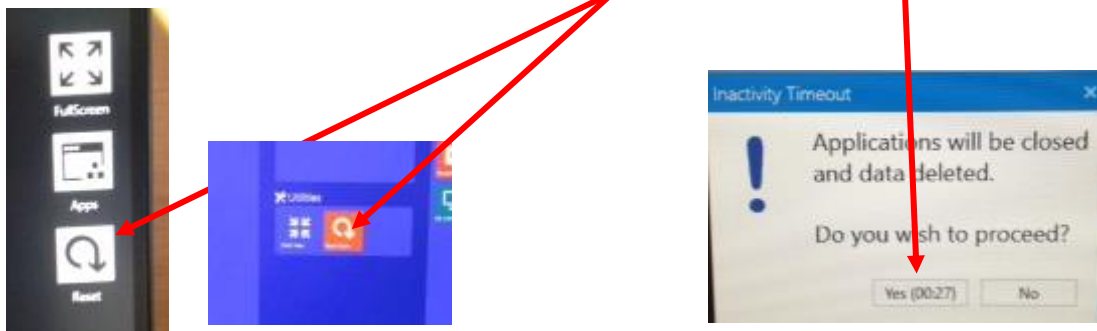
- **Laptop:** Connect using available adaptors. Change box to HDMI. Cannot zoom while using laptop.
- **Flash drive:** use USB port on monitor

3. Tap anywhere on screen if screen saver showing to get to desktop screen. Tap desired icon.

4. ZOOM:

- **START Zoom:** Tap Zoom icon / Join a Meeting / drop down for Meeting ID / ID previously reserved
- **END Zoom:** Tap anywhere on screen / bottom right “Le” (can only see “Le” portion of “Leave Meeting”) OR, use remote or speaker End Call button / close Zoom window

FINAL STEP FOR ALL USES: TAP THE RESET ICON AND TAP YES.

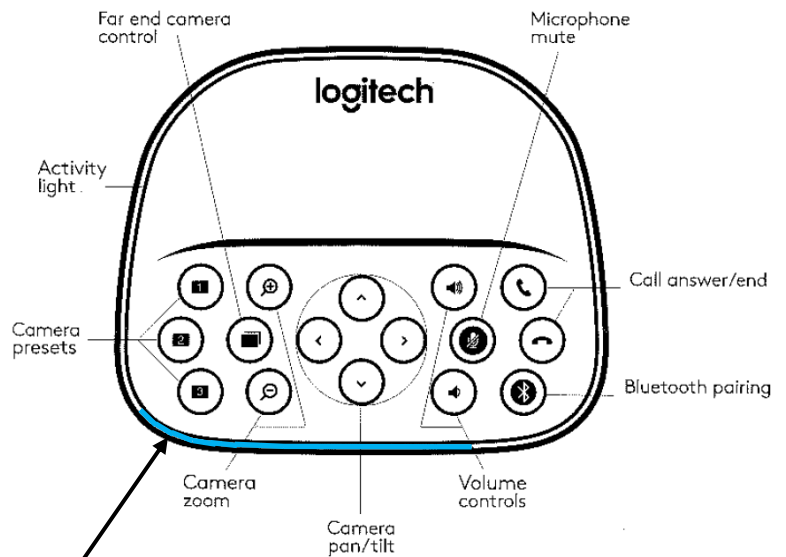
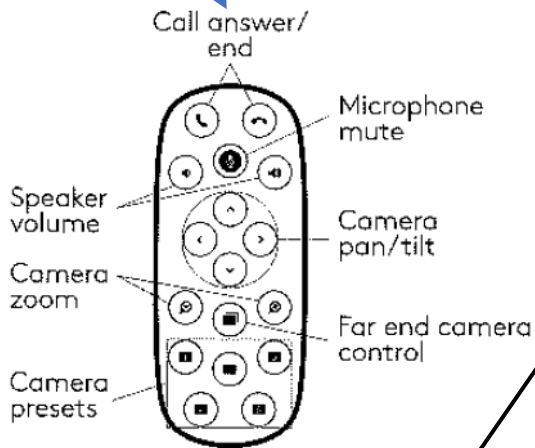


TURN OFF THE TV

SEE OTHER SIDE FOR CAMERA, MUTE, and VOLUME FUNCTIONS

5. Camera, mute and volume – change with remote or Logitech speaker

- **CAMERA – auto set to Pre-set #1**
 - Pre-set #1: group
 - Pre-set #2: individual
 - Change zoom, pan and tilt using buttons on speaker or remote
- **Call/Answer:** Use for Skype or to end Zoom meeting (optional)



- **MUTE:** When speaker “activity light” outline is blue, you can be heard. When outline is red, you are muted. Press mute button on remote, speaker or either round mic.
- **Microphone volume:** Volume no longer comes from TV – only through Logitech speaker. Adjust volume from remote, speaker or keyboard.



NOTE: Pressing the left volume button on keyboard is a fast way to have NO volume. This does not MUTE the microphones.

BONUS INFO: Speaker vs Gallery View during Zoom meeting

While in Zoom, tap the screen and look at top right corner to change b/w Speaker and Gallery Views:
 If your screen shows the zoom participant speaking in full screen, you are in **SPEAKER VIEW**.
 If your screen shows all zoom participants in equal size boxes on screen, you are in **GALLERY VIEW**.

Gallery View is good to use when there is more than one other person joining the zoom meeting. You can then see **ALL** participants at one time – not just the one person speaking.