



# Quick Start Guide

## START-UP




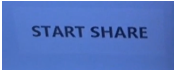
- Power on the **Lectern Computer** and sign in using CAU credentials.
- If using personal laptop, connect your laptop using the **HDMI** cord located at the lectern.

## SHARING YOUR DESKTOP

- Using the **Zoom Controller** select "**Share Content**"  (LG Displays **DO NOT** have touch capabilities)
- Select "**Desktop**" scroll down and select "**Start Sharing**"

Share Content



## USING YOUR INTERACTIVE WHITEBOARD

- If you are sharing from your lectern or personal laptop select "**Stop Sharing**"  from the **Zoom Controller**.
- Using the **Zoom Controller** select "**New Meeting**" 
- Select "**Stop Video**"  on **Zoom Controller**
- Locate the pen behind the bottom right side of the **DTEN Interactive Whiteboard**
- Select "**Start Share**"  on the bottom right side of the **DTEN Interactive Whiteboard**.
- Select "**Continue**" on the **Sharing Option** that appears on the **DTEN Interactive Whiteboard**.
- Use the **toolbar** located on the left side of the board to add additional content to your whiteboard (Drawings, text, sticky-note, shapes, etc.)


Stop Video

New Meeting ▾

## SENDING WHITEBOARD CONTENT

- Select the send  icon in the upper right corner of the **DTEN Interactive Whiteboard**
- Select "**Email**"
- Type your CAU email address in the "**To:**" field
- In the bottom right corner of the **DTEN Interactive Whiteboard** Select "**Sending Image As**" and select the desired file type for your content. ( PDF, JPG ,or PNG)
- Select the send  icon to send your whiteboard content to your email.

## CLOSING OUT

- Using the **Zoom Controller** select "**End Meeting for All**" 
- Select "**Close**" then "**Clear and Sleep**" on the **DTEN Interactive Whiteboard**
- If you are using the **Lectern Computer**, sign out of your account but **DO NOT** shut down the **Lectern Computer**.



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- Power on the **Lectern Computer** and sign in using CAU credentials.
- If using personal laptop, connect your laptop using the **HDMI** cord located at the lectern.



## SHARING YOUR DESKTOP

- Using the **Zoom Controller** select "**Share Content**"




Share Content

## USING YOUR WHITEBOARD CAMERA

- Locate and press the **Logitech Scribe Share button**  on the white board
- Use a dry erase marker located on the board and draw within the whiteboard camera parameters. Your drawing should appear on the screen.
- Select "**Stop Sharing**"  on **Zoom Controller** to stop sharing the whiteboard camera.


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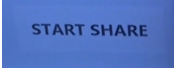
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- Using the **Zoom Controller** select "**Room Controls**" 
- Select the "**On**" button for both **Projector Left** and **Projector Right** to power on each projector
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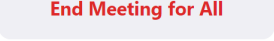
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