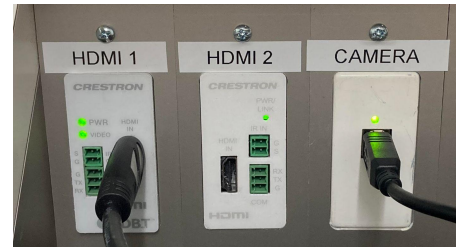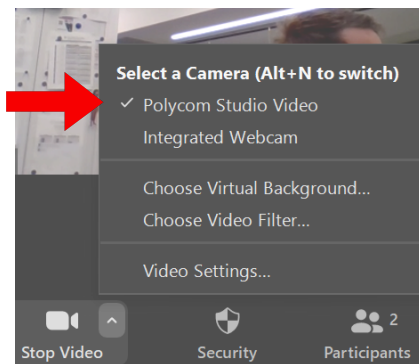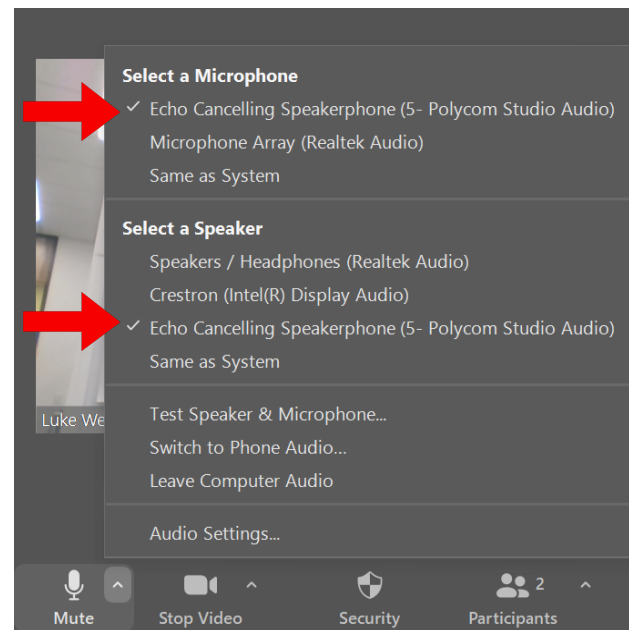# How to Start a Zoom Meeting in a Polycom Conference Room

To use the Polycom conference camera, you'll need a **USB-to-USB-B** cable. Plug the regular USB end into your laptop and plug the other USB-B end into the camera port located next to the HDMI ports on the table. If you don't have a USB-to-USB-B cable, just call Media Services at 512-232-4646 or come by our office in room 3.410.

Start your Zoom meeting on your laptop and click **Join with Computer Audio** if you are prompted to do so. Then click on the small upward arrow next to the camera button in the Zoom toolbar. Under **Select a Camera** click on **Polycom Studio Video**.

Click on the similar upward arrow next to the microphone button. Under *both* **Select a Microphone** *and* **Select a Speaker** click on **Echo Cancelling Speakerphone**.
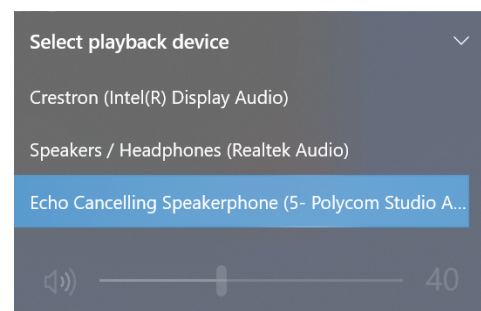
Now you should be able to adjust the volume of the Polycom system by adjusting the volume on your laptop. For PC users, click on the little speaker icon in the bottom right corner of your screen where you would normally adjust the volume. It should display the same speaker option that you just selected and you can adjust the Polycom speaker volume from there.
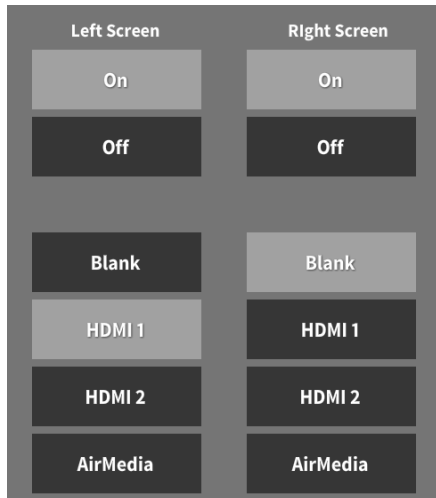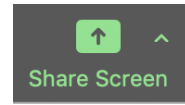

If the selected speaker option isn't the Polycom system then you should click the small upward arrow in the top right corner of the volume window. Then you can select the **Echo Cancelling Speakerphone** to use the Polycom.

In certain rooms you can also select the **Crestron** speaker option if you want the audio from your meeting to come from the speakers in the ceiling instead of the Polycom.

How to Route Content to the Conference Room TV Screens

You'll want to share your content to the rest of the Zoom meeting using the **Share Screen** button in the Zoom toolbar. Routing HDMI or Air Media to the TV monitors does not mean that the content is being shared over Zoom. You *must* use the Zoom Share Screen button.

Plug your HDMI cable into your laptop and plug the other end into one of the available HDMI ports located in the conference room. These are usually found on the conference room table.

On the touch panel on the wall, you can turn on the TV screens and select the same HDMI source as your laptop.

Contact RRH Media Services if you need help finding any of these ports. You can also connect without an HDMI cable using the wireless Air Media system.

If you want to connect via Air Media you can select Air Media on the touch panel and then connect wirelessly using the IP address and pass code displayed on the TV screen.