

Podium Login & USB Presentation

1. If the computer is not already logged in, please restart it the computer. **“DON’T”** login with your credentials. It will automatically login.
2. You should see this screen when approaching the podium for your meeting or presentation.
3. If you are using a USB drive for your meeting or presentation, please insert it into the USB hub, and login into the Zoom Application on the desktop.



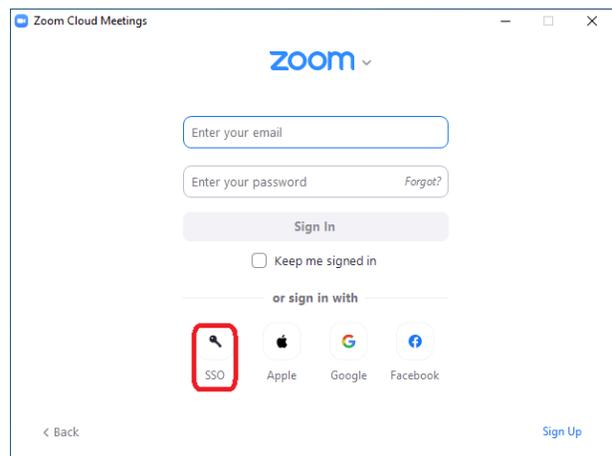
Login Screen: Step 2



Login Screen: Step 3

Host a Zoom Meeting

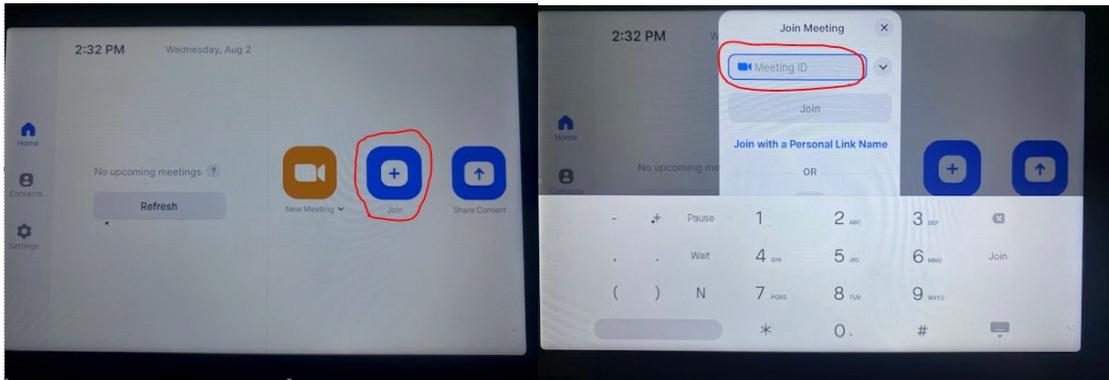
4. Open Zoom and select **“Sign In”**
5. Select the **“SSO”** login option
6. Enter **“ucr”** in the **“Company Domain”** field
7. Enter your UCR NetID into the CAS
8. You are now logged into your Zoom account
9. When logging to your Zoom on the desktop This will **NOT** automatically join you too the Zoom Room tablet



Host a Zoom Meeting: Step 2

How to Connect to the Zoom Room Tablet

1. Tap on the **Zoom Room controller** to wake up the systems
2. On the Zoom interface select **“Join a Meeting”**
3. Enter the Meeting ID in the **“Meeting ID or Personal Link Name”** field and then select **“Join”**
4. If prompted for a **Meeting Passcode**, enter it



Zoom Room: Step 1-2

Zoom Room: Step 3-4

Note: When you are finished with your meeting, sign out of Zoom by selecting the Account Icon in the upper right and then select **Sign Out**