Using Zoom in the 5.522 Large Conference Room

Follow these instructions to use Zoom in 5.522

Step-by-step guide

1. Go to https://utexas.zoom.us/
2. Sign into Zoom at the top of the page with your UT EID credentials.
3. Once you sign in, you can Schedule a meeting, or Host a meeting. Let's Host a meeting.
4. Zoom may want to install software, go ahead and install it.
5. When the software installs, you may have to grant permission to use the camera and microphone. Then you can click on Host Meeting again, and Zoom will launch.
6. Select "Test Speaker and Microphone". You must use HDMI (Crestron). You should hear a ringtone, click Yes.
7. Speak and pause to see if you are recorded. You must use TesiraFORTE, this is the room microphone. Click Yes when you can hear yourself.
8. Select Join with Computer audio.
9. You can then Invite Participants, but you will have to use a Web-based email client in the Conference Room. Watch carefully, Zoom can default to require a Meeting Password, which will be displayed in the Email dialog box on the bottom right.
10. If you schedule a meeting first, you can set the meeting to not require a password, and other settings.
11. Now, video. You have to choose which camera, and set it up. This is all done from the touchpad, and the Zoom interface.
12. Select the camera you want to use in the Zoom interface.
13. If you choose the Meeting Owl, that’s it. You can download the Meeting Owl App and adjust settings on the Owl.
14. If you choose one of the Conference Shot cameras in the front or back of the room, you can adjust it from the touchpad.
15. Select the same camera on the touch panel, and adjust it to the desired settings. You have to play with it, but it's pretty easy.
16. That should be it! Zoom on!

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