Hybrid Meeting Set-up

- **Update Zoom app before your meeting**.

- **Start the meeting from your computer (or podium PC) by clicking on the Zoom link in the meeting announcement.**
  If you're the host, starting the meeting from your computer ensures you can use the full range of host controls during the meeting.

- Check that you are on the wireless network.

- Check that you have an HDMI port available or a USB dongle that can connect to an HDMI cable.
  - **Connect your computer to the HDMI cable** on the podium and then **press HDMI EXT** on the podium controller next to the keyboard.

- **Start screen share** in Zoom when ready.

- **Remote attendees should be logged into the zoom meeting** so that they can view the shared screen content and see in-person attendees. They should remain muted when not speaking.

- **Ask in-person attendees to use their laptops to join the virtual meeting too.** This helps remote attendees see everyone in the conference room and feel more included, as well as allows in-person attendees to see presentations more easily and use the collaboration features, including chat.
  - *Their audio should be muted, and their speakers should be muted to avoid echo. Video can be on or off depending on personal preference.*

- **Designate a Zoom Moderator:** Appoint a single Zoom Moderator whose role is to monitor chat and raised hands (in the Participants tab) for questions or participation from remote attendees in Zoom. The Zoom Moderator would mention or signal when the remote attendees have questions or would like to speak.

INSTRUCTIONS FOR PODIUM

For assistance, please open a SAS workorder at
https://ithelp.sas.rutgers.edu/

Logging In

Login with your Rutgers NetID and NetID password.

Please wait until you see the ControllerMate software icon on the dock before using the system.

Please note that the system will need up to 5 minutes to be fully functional as it is running scripts for the system to communicate with the controller.
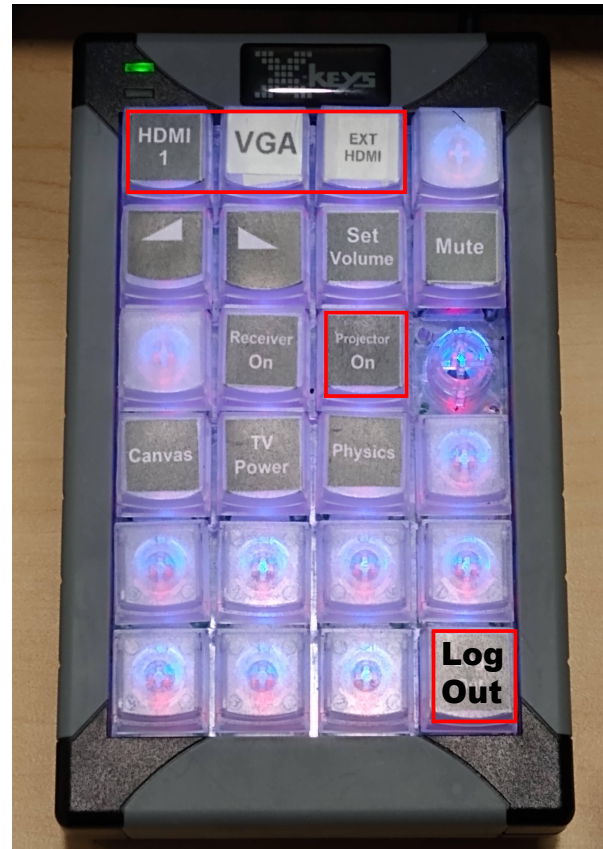
Projector Power

Turn the projector on/off by pressing the

Projector On or **Projector Off** button on the key-pad next to the keyboard.

Switching Video Inputs

Change the input by pressing the HDMI, VGA, or EXT HDMI button on the keypad.

Logging Out

You can log out by double clicking on the **LOGOUT** icon on the dock or by using the **LOGOUT** button on the keypad.

Please note **do not** select "Logout" under the Apple menu, as this will not run the script that turns off all the various equipments in the podium.