PUBLIC SHARE SCREEN & HYBRID INSTRUCTIONS FOR TRUSTEES ROOM

Share Screen Using an HDMI Cable:

1. Turn on the TV using the remote control in fold-out laptop shelf
2. Place device on laptop shelf using circular magnetic risers if need be
3. Plug your device into the wall unit using an HDMI cable
   a. If no HDMI, use USB hub to plug into your device's USB-C port
   b. Plug HDMI cable into HDMI on the USB hub
4. Wait up to 45 seconds for the monitor to recognize your device
5. Continue with your presentation

Share Screen Wirelessly:

1. Turn on the TV using the remote control in fold-out laptop shelf
2. On the wall Touch Screen, press "Share Content"
3. Follow instructions on the display to share via Zoom App or using a Browser
4. Enter appropriate information to proceed and follow prompts
5. On wall Touch Screen, press "Allow" to give shared screen access
6. On personal device, wait for Zoom to refresh and select your shared content

Using Zoom to Hold a Hybrid Meeting:

1. *Prior to Meeting:*
   a. Schedule a Zoom meeting using your own Zoom account
   b. Send out invitations for people to join your meeting
   c. Keep a record of the meeting ID and passcode for this meeting
2. *Upon arrival*, turn on the TV using the remote control in fold-out laptop shelf.
3. Start Meeting from personal device
   a. Mute audio/video in Zoom and mute speakers
4. On wall Touch Screen, press "Join"
   a. Enter the Zoom meeting ID and Passcode
5. On personal device, admit Trustees Room as a participant

Using Zoom to Hold a Hybrid Webinar:

1. *Prior to Webinar:*
   a. Schedule a Zoom webinar using your own Zoom account
   b. Send out invitations for people to join
   c. Keep a record of the meeting ID and passcode for this Webinar
2. *Upon arrival*, turn on the TV using remote control in fold-out laptop shelf
3. Start Webinar from personal device
   a. Mute audio/video in Zoom and mute speakers
4. On wall Touch Screen, press "Join"
   a. Enter the Zoom ID and Passcode
5. On personal device in Zoom, click Participants button and click Attendees tab
   a. Hover over Trustees Room and click "..." to show more options
   b. Promote Trustees Room to Panelist

To Join an Existing Zoom Meeting:

1. You must have the Zoom Meeting ID and Passcode
2. Turn on the TV using the remote control in fold-out laptop shelf
3. On wall Touch Screen, press "Join"
4. Enter the Zoom meeting ID and passcode
5. Unmute audio on Touch Screen and wait for host to admit the Trustees Room

TOWN OF SOUTH HADLEY Boards, Committees, etc.

HYBRID MEETING & WEBINAR INSTRUCTIONS

Using Zoom to Hold a Hybrid Meeting:

1. *To be completed prior to Meeting:*
    a. Reserve ToSH Zoom license through the established reservation process
    b. Send out invitations for people to join your meeting
    c. Email Dan Pease, dpease@southhadleyma.gov the Zoom license number and Room you have reserved so he can add the meeting to the Touch Screen.
2. *Upon arrival*, turn on TV with remote control located in fold-out laptop shelf.
3. To host Meeting from Touch Screen:
    a. Click "Start" on wall mounted Touch Screen
    b. You now have access to host meeting controls on Touch Screen
4. To host Meeting from personal device:
    a. Start Meeting from personal device using the Zoom license you reserved
    b. Mute Zoom Audio/Video as well as Speakers on personal device.
    c. Go to wall mounted Touch Screen and Start meeting
    d. Unmute audio on Touch Screen panel
    e. You now have host permissions on personal device that can be used anywhere in the room

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Using Zoom to Hold a Hybrid Webinar:

1. *To be completed prior to Webinar:*
    a. Reserve ToSH Zoom license through the established reservation process
    b. Invite "Trustees Room" as a Panelist
2. *Upon arrival*, turn on TV with remote control located in fold-out laptop shelf.
3. To host Webinar from personal device follow below steps or continue to Step 4:
    a. Start Webinar from personal device
    b. Mute Zoom Audio/Video as well as Speakers on personal device
    c. Your personal device is the host and can be used anywhere in the room
    d. Continue to next step to add Trustee Zoom Room as panelist
4. To host Webinar or add Trustees Zoom Room as panelist follow below:
    a. Go to touch screen at front of room and Start Webinar
    b. Confirm the following message that appears to allow Zoom Room access
    c. Make sure Audio & Video are On
    d. You now have access to Webinar controls from Touch Screen