The room’s displays will now show two different desktops. You can also learn how to create and start a stream within Canvas by visiting https://canvas.rutgers.edu/external-apps/zoom.

- If you do not have a Rutgers Zoom account, visit it.rutgers.edu/zoom/ to sign up.
- Once you have a Rutgers Zoom account, visit rutgers.zoom.us and select Sign in and sign in with SSO. Use your Rutgers NetID and password to sign in.
- In the menu bar, select Meetings.
- Select Schedule a New Meeting and enter your class information. We recommend opting to mute participants upon entry selected. At the bottom of the page, select Save.
- On the confirmation page you may copy an invitation that will contain all the information that you should provide to your students.

Setting up the Videoconference

Note that in addition to following the instructions below, you can also learn how to create and start a stream within Canvas by visiting https://canvas.rutgers.edu/external-apps/zoom.

- At the Podium, if the touchscreen is black or displaying the screen saver, press Enter on the keyboard. Wait for the login screen to appear. When the login screen appears, enter your Rutgers NetID and password. Press Enter.
- After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.

Getting Started in the Classroom

- Rutgers Room Control will automatically open. Select Videoconference in the bottom left corner. In rooms with multiple screens, you will be prompted to select a display. Check any displays where you would like to show the conference and press enter. The projector will turn on and display the computer image.
- In the center section, click on Zoom.
- In the Sign In window, select Sign In and Sing In with SSO. When prompted for the company domain, enter “rutgers.zoom.us” and press Continue. Log in with your Rutgers NetID and password.
- In the menu bar, select Meetings. Locate the class meeting and select Start.
- In the Zoom window, select Join With Computer Audio.
- In the bottom bar of the Zoom window, click on the arrow next to the microphone. To ensure that the correct microphone is selected, under “Select a Microphone,” choose Built-in Input (Line In) or USB Audio Device. Under “Select a Speaker,” choose HDMI (Crestron). The available option may vary by room.
- Click on the Start Video button. Click on the arrow next that button and choose a camera until you see the desired camera. You may also choose among the different options by returning to Rutgers Room Control and selecting cameras in the “Camera Selection” area of the Stream or Videoconference tab.
- To begin sharing content, select Share Screen. In the pop-up window you may choose to share your entire desktop or individual open applications. Select your option and press Share. To share the document camera, click on the arrow next to Stop/Start Video button and select it from the list. The document camera feed will replace the video of you.

Using Multiple Screens

- In the top menu bar, under Zoom.us, choose Preferences.
- In the General menu, ensure that Use dual monitors is selected.
- In the top center section of Rutgers Room Control, click on the Podium Computer tab.
- Press Enable Extended Desktop. If a pop-up window appears, select the location where you would like to view additional tools.
- The room’s displays will now show two different desktops. You can put different items on each screen by dragging that item’s window off of its current screen to the left or right and on to the other screen.

Ending the Videoconference

- If you are screen sharing, select Stop Share in the top menu bar. In the bottom of the Zoom window, click End. You may choose to either End Meeting for All, disconnecting all participants or Leave Meeting, allowing students to continue talking with each other.
- When you are finished using the room, in Rutgers Room Control, select Log Out.

More Information

- In the bottom right corner, select End.
- When you are finished using the room, in Rutgers Room Control, select Log Out.