

TECHNOLOGY INFORMATION

General reminders

Room 1300 is an LAS proprietary classroom and therefore Information Services may not respond immediately to service requests. *On-site technology support for this room may not be available*, so the user must be able to manage the technology on their own. Should you need time to familiarize yourself with this room and offerings, please book a practice time through the Bookings site. You may bring your own computer and should also practice with that prior to the meeting.

If you are not familiar with basic Zoom, you can find information here:

<https://resources.depaul.edu/teaching-commons/teaching-guides/technology/zoom/Pages/default.aspx>

Room 1300 operates as a small trimodal room and resources, training and guidelines can be found here: <https://resources.depaul.edu/teaching-commons/teaching-guides/technology/zoom/Pages/zoom-rooms.aspx>

Getting into the Zoom meeting:

The computer being used for Zoom set-up and operations *operates exclusively with touchscreen*.

- Your Zoom meeting and appointment should be set-up prior entering Room 1300.
- Open Zoom and select “Join.”
 - You cannot access the Zoom meeting via the typical link. Have your meeting ID and password with you, either in printed form or digitally. This is found in your original Zoom meeting information.
 - Enter the meeting ID number and password.
 - Select “Join” at the bottom of the pop-up window.

Sharing content:

- You can share your screen by selecting on the “Share Content” button.
- Click “Share to Meeting” or “Share Content.”
 - If you see “Plug HDMI cable into device,” click the computer mouse or hit Ctrl + Alt + Delete on the keyboard to wake up the computer.
 - If you want others in the Zoom meeting to share content, select “More,” then “Manage Participants.” Select the three dots (...) next to the person's name. Make them a host or co-host. This will allow them to share their screen.
 - Alternatively, you can allow all participants to share. Select “Share Content.” Select the three dots (...) in the pop-up window and adjust the sharing settings.
 - If people in the room want to screen share without joining the Zoom meeting, select “Share Content” and display the “Use Zoom App” and “Use Browser” instructions for screen sharing.
- On the left side of the screen, you will find the “Stop Sharing” button.

Accessing information

- You will use the computer keyboard and mouse to access the computer and anything outside of the Zoom meeting controls.
- You may access files via email, u-drive, or thumb drive.
 - As a reminder, accessing email or the u-drive will require a multi-factor authenticator (MFA).
 - This is the same process used to log into BlueSky and other DePaul sites.
 - Your MFA must be tied to your mobile phone and you should have that with you in order to obtain and insert the access code.

Final Reminders

- Ensure you log out of all email and file programs and retrieve thumb drives.
- Log out of the computer and end the Zoom meeting.
- Clean up the room and turn off the lights.