

Clinic Interview Room Technology Self-Service Instructions:

These instructions are specific to Zoom but most cloud-based video conferencing applications can be used in this space.

Zoom Video Conferencing:

- Turn on TV Monitor with Remote.
- Remove cover from camera.
- Using the in-room PC and monitor, sign into the computer and Zoom with your UMB username and password.
- Start the Zoom session you have previously scheduled or start a new Zoom session.
- Individual cameras can be selected for video conferencing within the application's (Zoom) camera selection page. Test your sound levels prior to the start.
- If you need to send a Zoom invite, click on the Green Shield with a check mark icon, copy the invite link and email it to any participants.
- Once all participants have entered the Zoom session, lock the session.

Cloud Recording to Zoom:

- See above notes for starting your Zoom session.
- Click the "Record" button on Zoom and be sure to choose "Cloud Recording".
- Once the Zoom session has ended, you will receive an email from Zoom with a link to share your content with others. Be aware that the recording may take a few hours to process.

Please turn off the AV system when you are finished:

- **Sign-out of all applications.**
- **Restart or log off the computer.**

Need assistance?

Call: Media Services at 410-706-8413

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