

CAVS Managed Room Training Cheat Sheet

Enter the room and locate the controller. It will look similar to the picture on the right. It may be black or white. It may be on the wall or on a box.

Push the display button “ON” and push the “PC” button.

Wait a few moments. If you do not see the Windows desktop on the screen, wiggle the mouse or tap the spacebar to wake the computer.



Find the black touch screen on the front podium, tap the screen, and then tap Wisconsin “W.” Then tap “Presentation/Web Conference.” Tap “Computer” to make it blue then tap “Projector.” After a few moments you will see the room PC displayed on the screen.



*****IF DOING A WEBEX OR ZOOM YOU MUST USE ROOM PC*****

Connecting to Webex or Zoom



From room PC open the Chrome Web Browser

Find the bookmark bar towards the top, click “UW” or “UWHC.” Then choose either your Webex or Zoom.

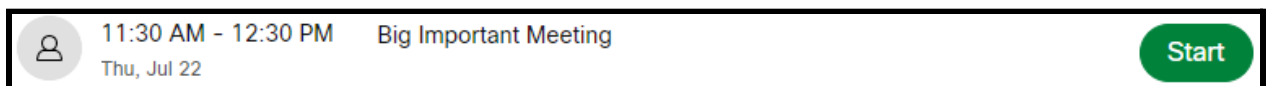


UW or UWHC Webex

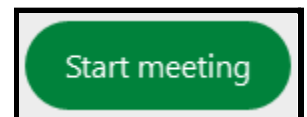
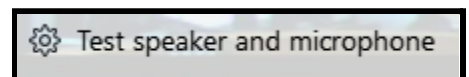
Click “Sign In.” Type in your work email address and/or sign in. You will have to authenticate if applicable.



Find your meeting, click “Start”, wait a few moments.



Then “Test Speaker and Microphone.” Follow on-screen instructions and then click “Start Meeting.”



Zoom

Click “Sign In” and authenticate using DUO.



Find your meeting and click “Start.”



Before you start meeting, click “Test Speaker and Microphone.” Follow the on-screen instructions and then click “Join with Computer Audio.”