Using the Conference Rooms for Zoom

Option A: Joining Zoom from the Mac Mini

0.) Follow instructions 1-4 posted on the wall to turn on the projector, except when you get to step four, pick “Mac Mini” instead of “Table.”

1.) Search for zoom.us in Finder (Windows Key + Space pulls up the dialogue) and hit “Enter”

1.5.) If necessary, you can get the Zoom meeting information by having someone already joined to the meeting (this could be you on a laptop! - but if it is make sure your laptop speakers and mic are muted) read the information by clicking the green shield button.

2.) Join Meeting

3.) Enter Meeting Passcode

TIPS:
- When you start a meeting, follow the prompts and select “Join with Computer Audio”
- If you are having problems with the speakers or microphone, please refer to point number six in the instructions on the wall.
- Restart the Mac Mini before you leave. This will make sure all of your files and login information is cleared before the next person uses the room.
- Please turn off the projector or TV after you are done using the room.
- Do not attempt to clean the camera.
- For all additional problems, contact techstaff@cs.uchicago.edu

Option B: Logging into Zoom from the Mac Mini

0.) Follow instructions 1-4 posted on the wall to turn on the projector, except when you get to step four, pick “Mac Mini” instead of “Table.”

1.) Search for zoom.us in Finder (Windows Key + Space pulls up the dialogue) and hit “Enter”

2.) Sign In

3.)

4.) Sign in as you normally would.

5.) Use the Zoom app as you would at home.