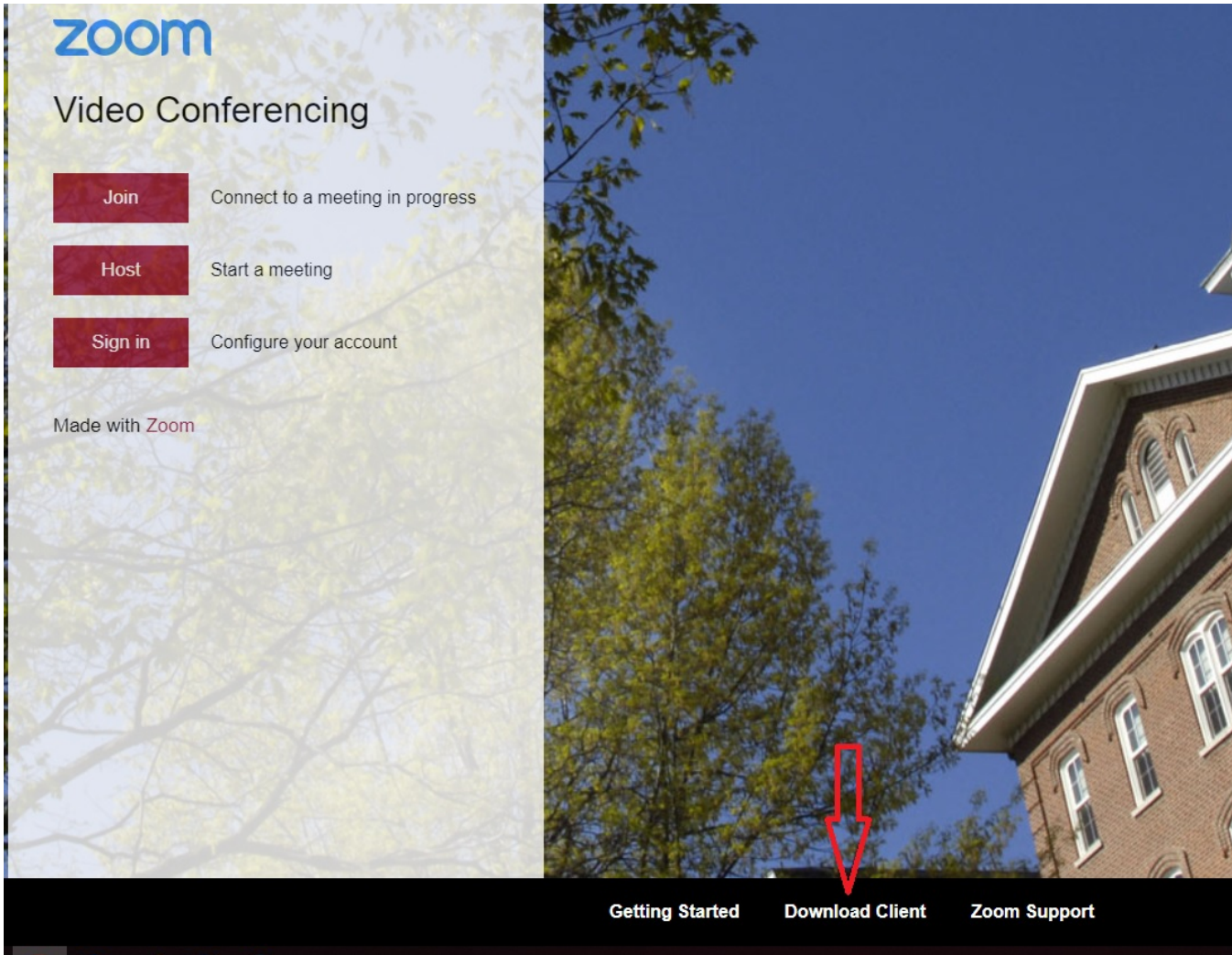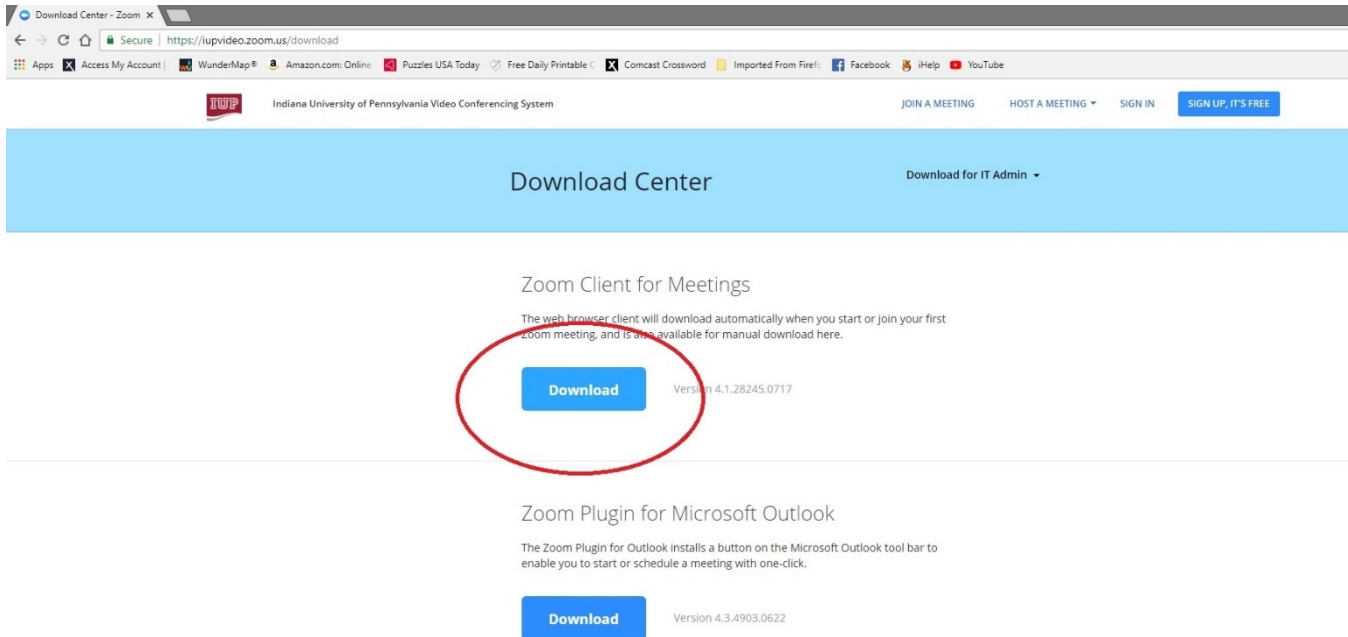# Procedures for Utilizing Zoom Technology in 121 Davis and 256 Stouffer Halls
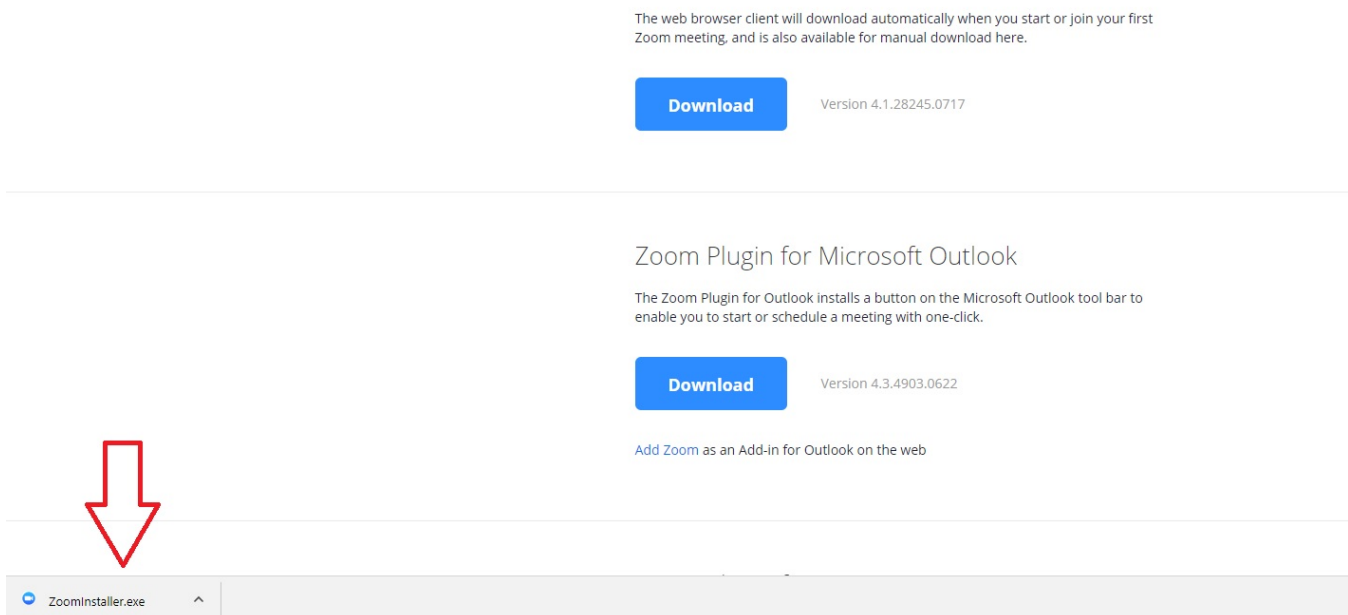
For new users, once your Zoom Pro account is established, open Chrome and go to iupvideo.zoom.us and click "Download Client" at the bottom.
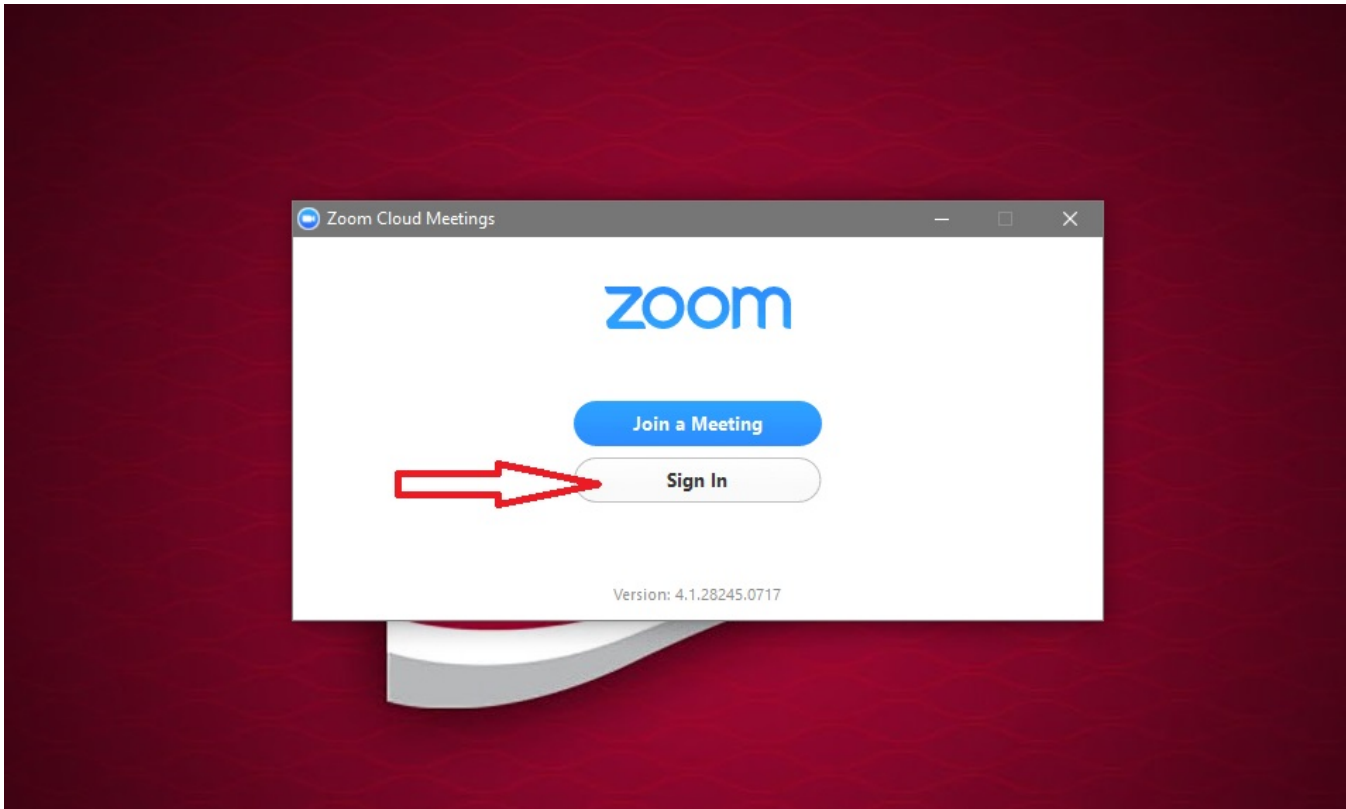
Next, you will click on "Download" under "Zoom Client for Meetings". All new user profiles on the podium computer need the app installed for their username.
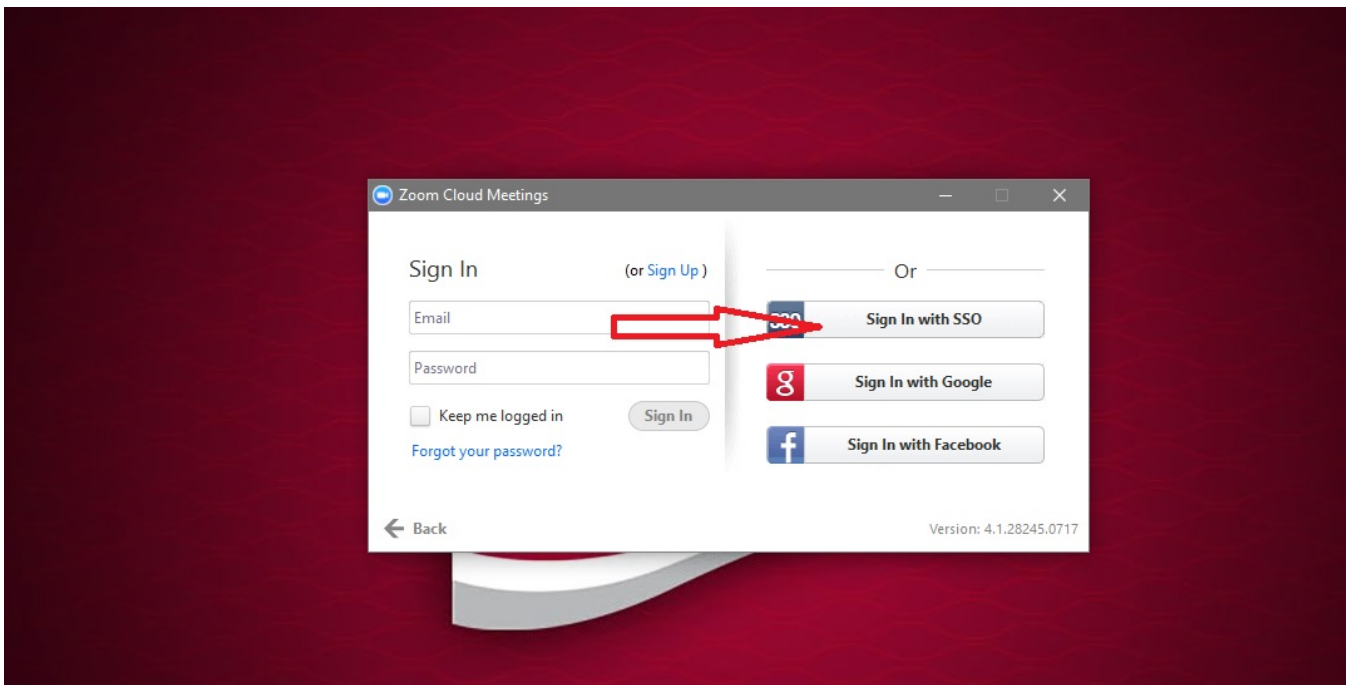

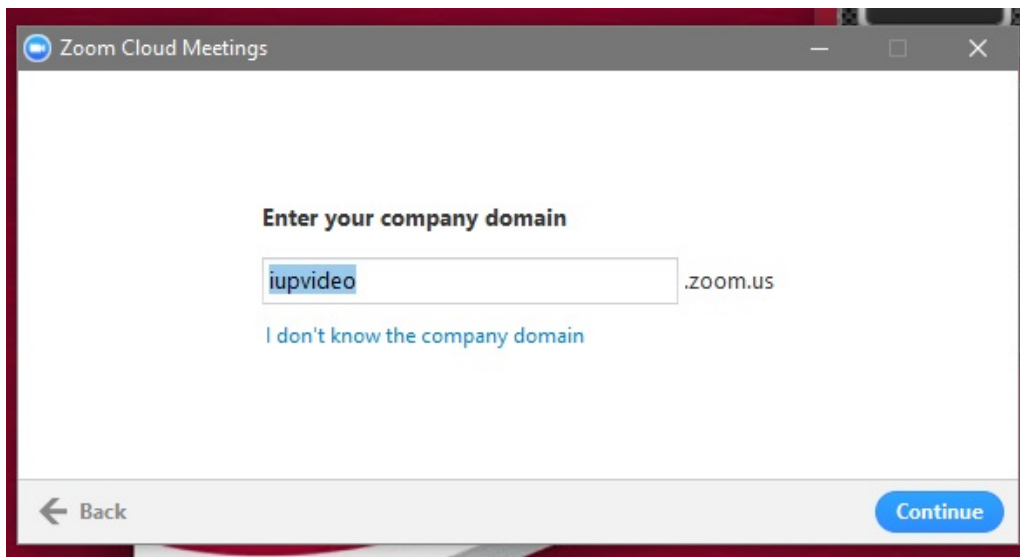Click on the "Zoominstaller.exe" at the bottom left of the screen.

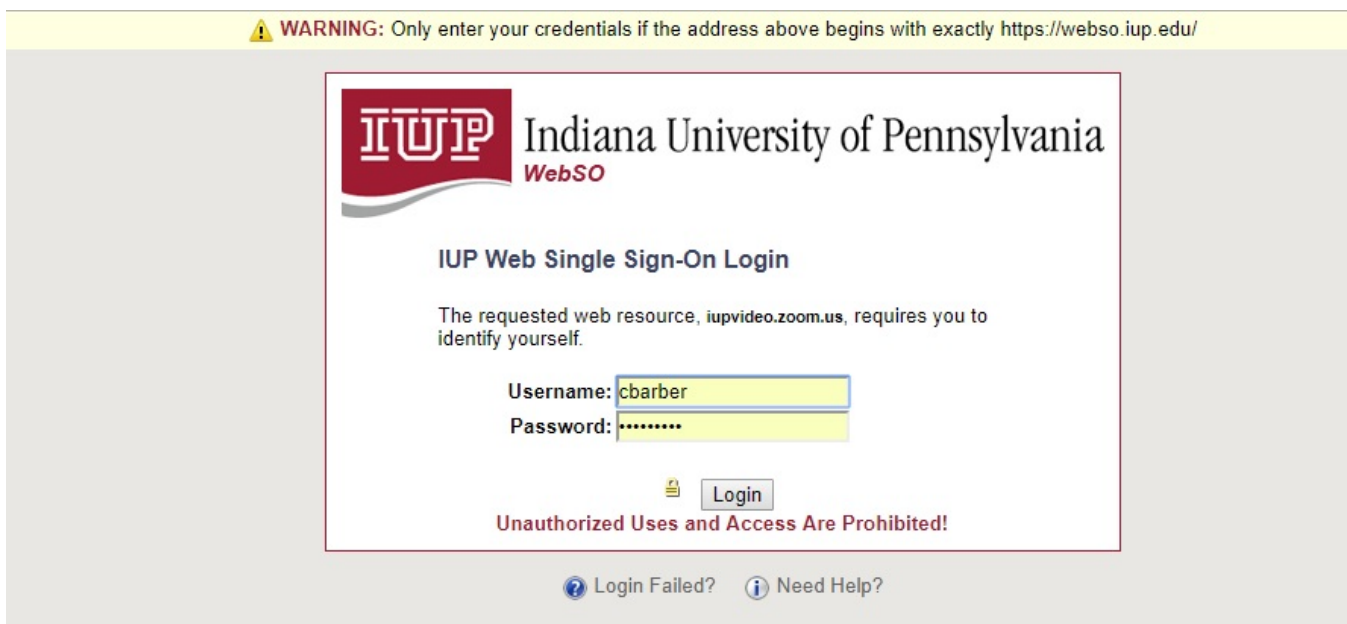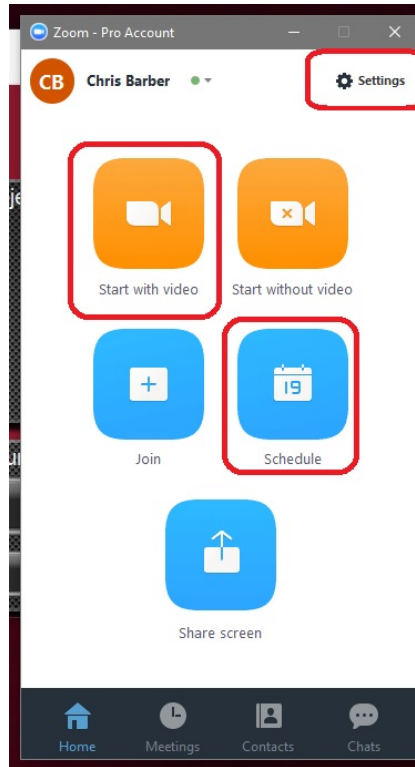Click "Sign In".

Click "Sign in with SSO".

Type in "iupvideo" in the company domain box, and press "Continue".

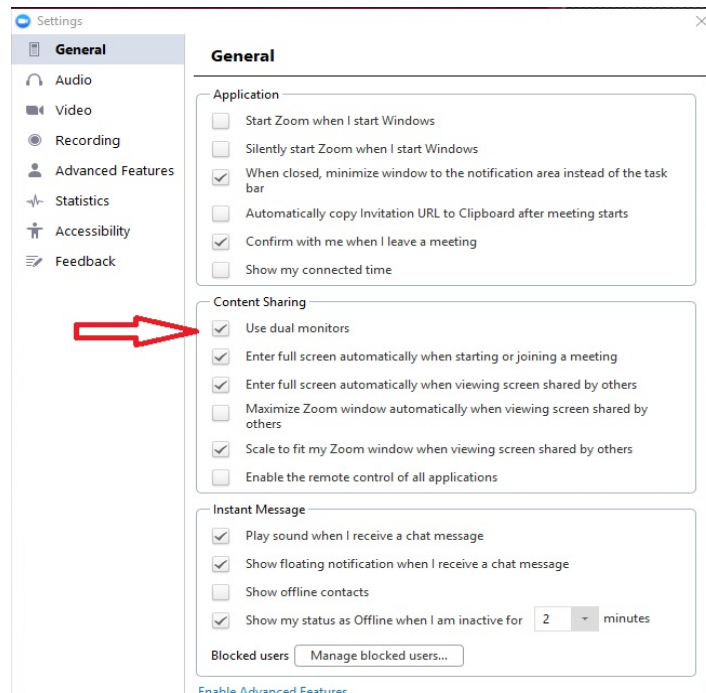Enter you IUP network credentials.

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Now enter your IUP username and password and press "Login". The Zoom app console will now appear.


Note the three circled items in red. First, click on "Settings".

The "General" settings appear first. Check the "use dual monitors" box.

Next, click on the "Audio" settings. Drop down the selection box in the "Test Speaker" area. You'll want to select "Speakers / Headphones (Realtek Audio)". Make sure the mic system for the room is correct, as there are 2 different systems employed in the different rooms. It will be either "Echo Cancelling Speakerphone (Easy USB Mixer)", or "Microphone (Phnx Quattro Power Hub)".
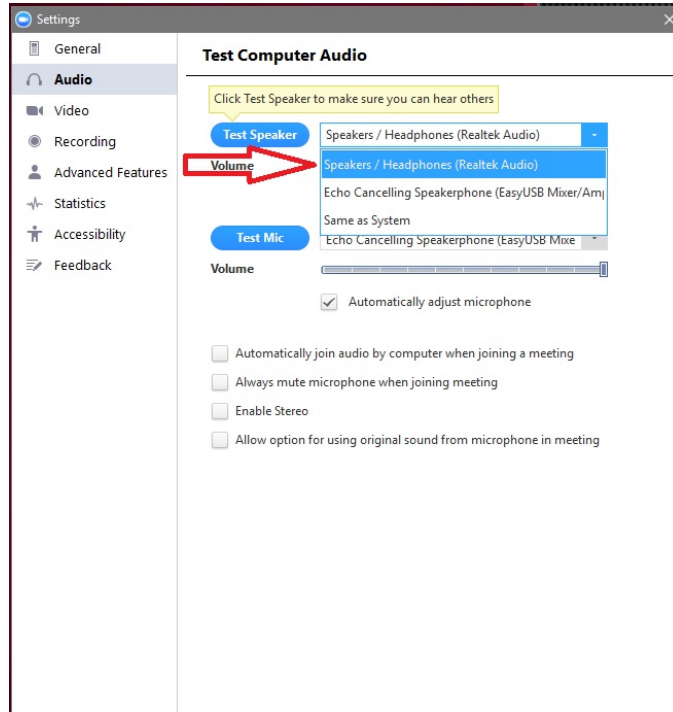
Next, select the "Video" settings. Uncheck the "Enable mirror effect" box. Note that you can use the Document Cam as the video source for Zoom. Drop down the selection box for camera and select "Epson ELPDC21". If you want to go back to the room cameras as the video source, return to this page and select "Inogenie Share2".
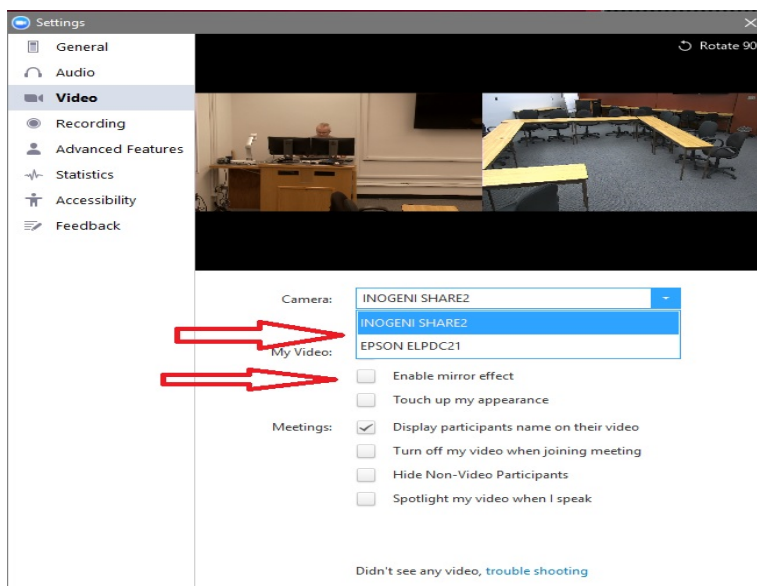
You can now close "Settings" by clicking the "X" in the upper right of the box.

Note the two other icons in the Zoom app console circled in red. There are three ways to create a Zoom meeting session. The first is to schedule a single meeting ahead of time. The second is to schedule a regularly recurring meeting. Zoom meetings have a unique "Meeting ID" number. Single sessions will have a different number each time, and recurring meetings use the same number for every meeting session. Clicking on "Schedule" will open this window.

For a single scheduled session, select the start date and time, plus the duration. Next click on "Schedule" at the bottom. It will prompt you to copy the session information to the clipboard. This is very convenient as you can then paste all this into an email and send it to your remote attendees. For a recurring meeting, check the "Recurring meeting" box. This will then open for additional information such as start and stop dates, etc. Click "Schedule" at the bottom and copy to the clipboard as before.

The third way to establish a Zoom meeting is "on the fly". On the Zoom app console, press the "Start with video" icon. A meeting window will open and will prompt you for an audio conference option. Click on the "Join Audio Conference by Computer" highlighted in green. This selection also applies to pre-scheduled meetings at startup.
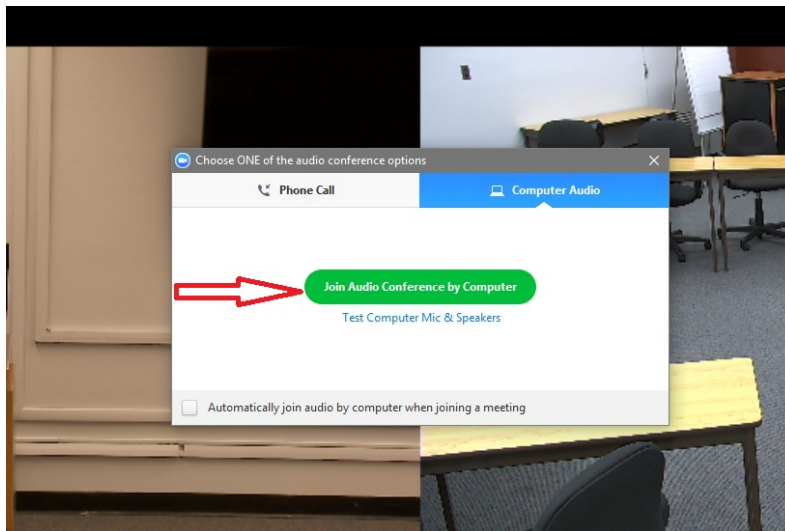
The meeting is now established. You need to provide the "on the fly" meeting ID number to participants. If the meeting window is full screen, hover in the upper right of the left monitor and "exit full screen" will show up. Click on this and the window will become smaller revealing the meeting ID number at the top left of the window". Once you have the number, you can return to full screen mode.

Also, note the "End Meeting" selection circled in red at the bottom right. You'll use this when you're done to close out the meeting.

On the podium you should find the TV remote, and the remote for the front fixed camera. Point the TV remote toward the lower right of the TV and press the red power button to turn on and off the TVs. With the camera remote, you can adjust the position and amount of zoom required for the image.

The Zoom app only allows for one source of video at a time. There is a piece of hardware, the Inogenie Share2, which allows for different configurations of one, or both cameras combined into one video source for Zoom. This unit sits atop the computer tower inside the podium. There are buttons on top which control the functionality of the unit. There is desktop app which performs the same functions. I will describe the app, however the physical button on top of the Inogenie perform identically. Open the Inogenie Share2 Control App. If it's not on your desktop, as pictured, you'll find it in the startup menu.
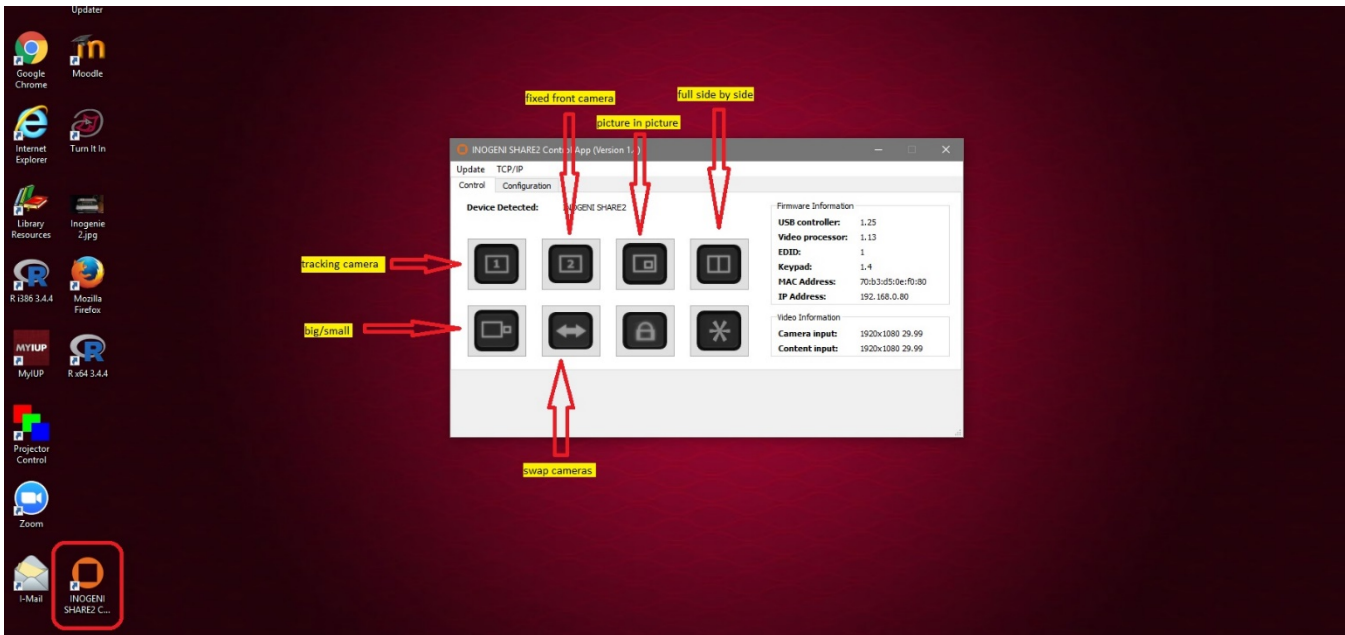

The two cameras are noted and pressing either "1" or "2", will only provide that camera as the source. As noted in the screenshot, there are three ways to combine both cameras into one video source. There is "picture in picture", "full side by side" and big/small. The "swap cameras" button reverses the position of the cameras in the layout. This app can be minimized once you set it up.

As pictured below, make sure your audio and video is unmuted. Also note the green "Share Screen" button circled in red. You can share either screen or an open program, such as a Powerpoint.
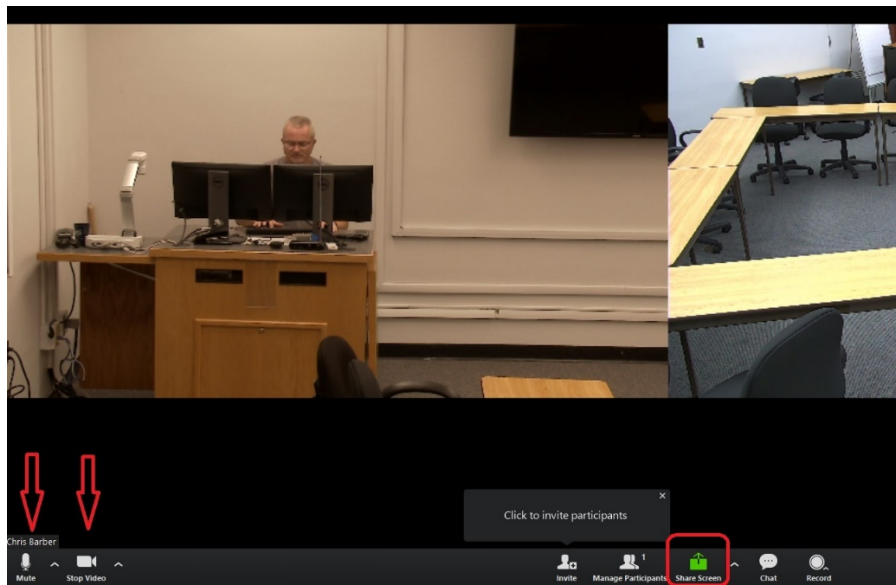
Pressing "Share Screen" button will open up another window. Highlight what you want to share and press "Share Screen" at the bottom left. Your screen is now shared. To stop sharing, press the red "Stop Share" button at the top.
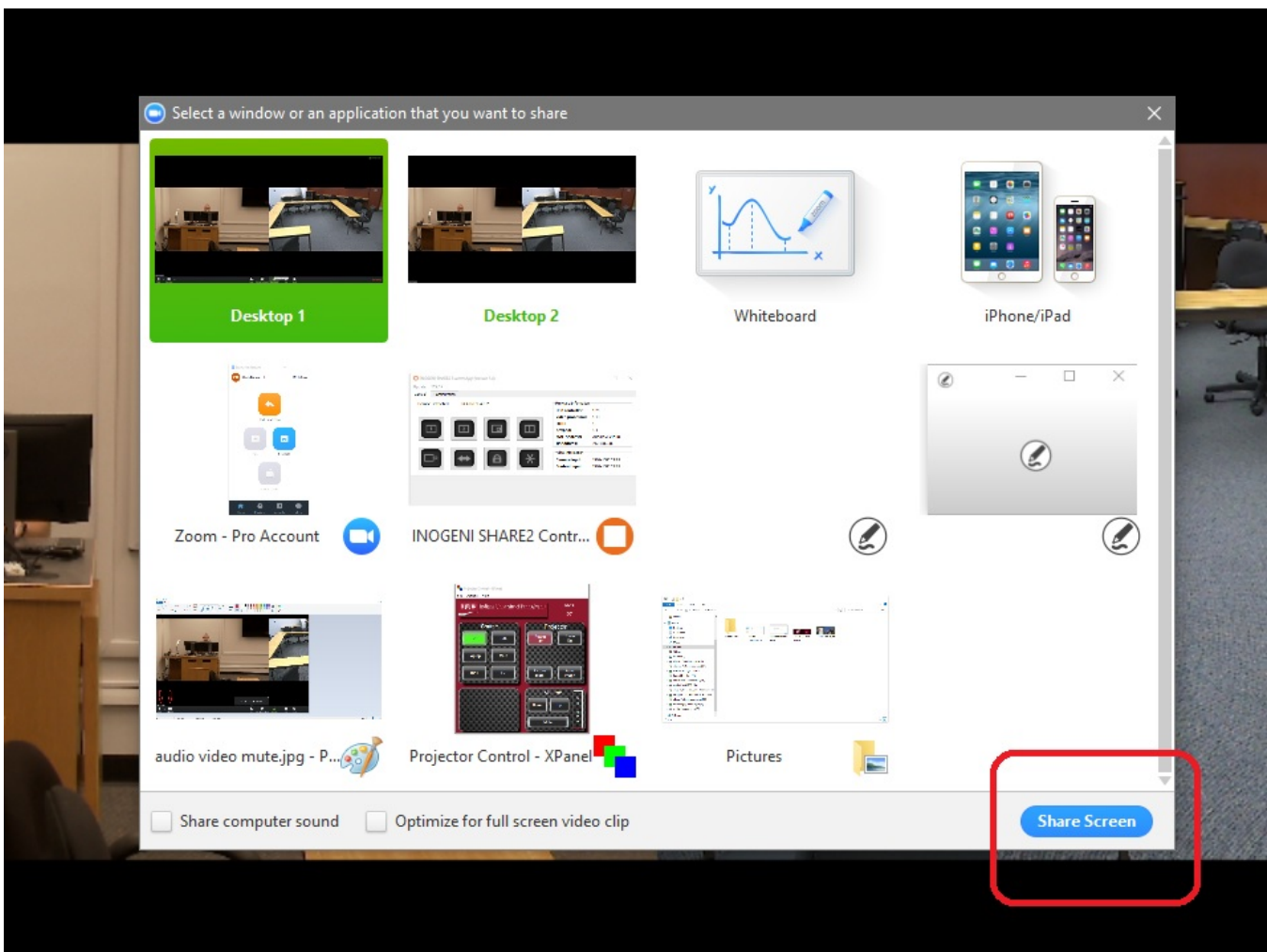
When participants first join, their audio and video may be muted by default. Make sure they are aware of this. We've found that with multiple participants, it's best for everyone joining to mute their audio until they want to say something, then unmute it, and muting again when finished. It's also best for them to be using a computer headset with boom mic as this will minimize echoes and other issues.

When finished, press the "End Meeting" button, and select "End Meeting for all".