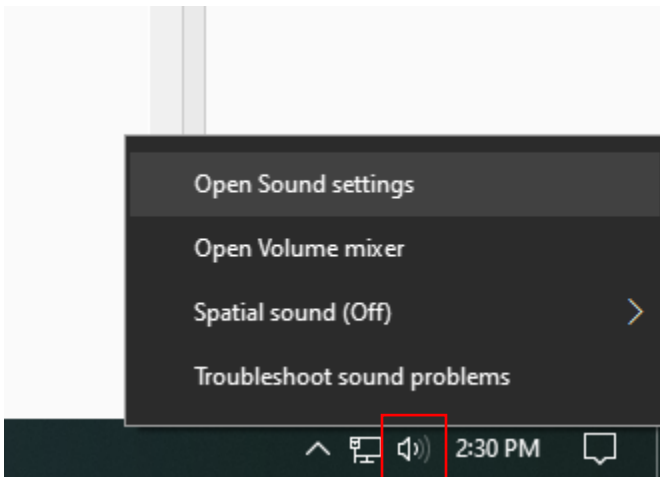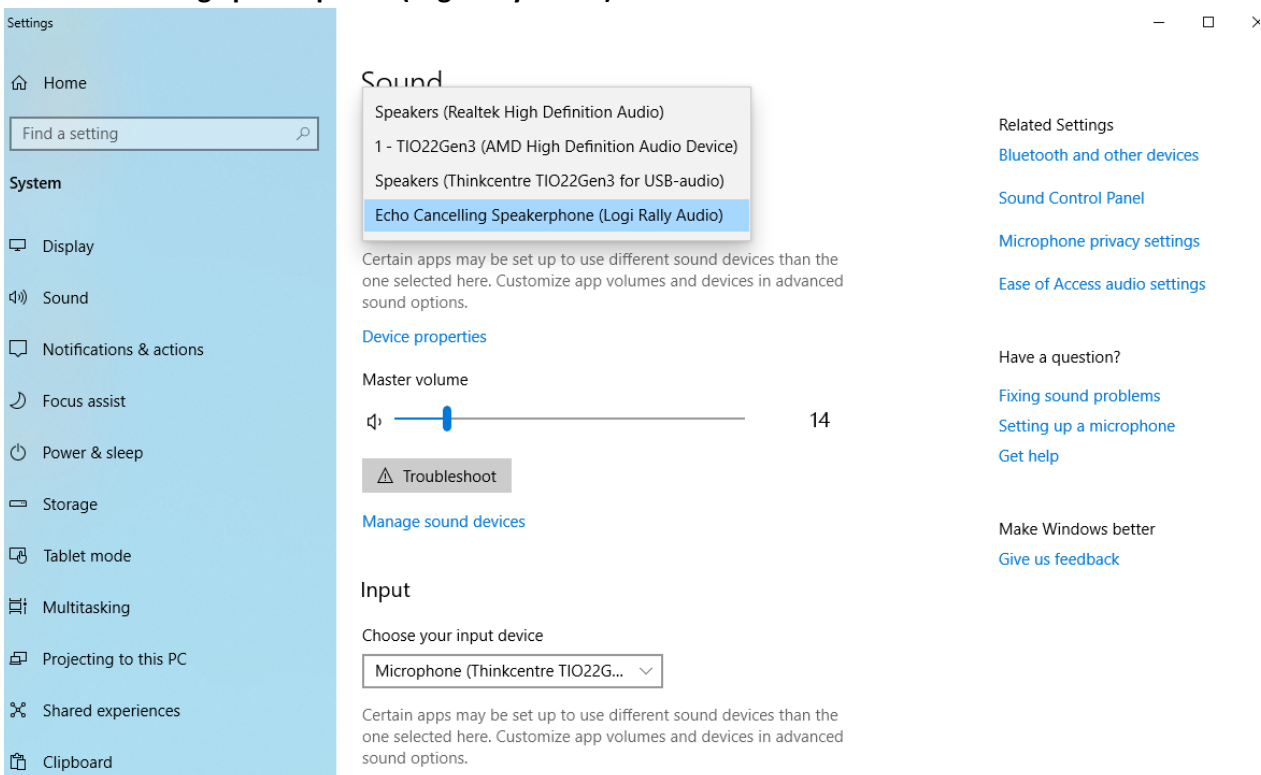# Zoom Room Instructions

1) To set the sound options for the computer to use the speakers. E.g. (For YouTube videos, DVDs, other sounds from the computer).

Make sure you turn on the projector or TV before starting your Zoom session.

You will right click on the speaker icon in the system tray in the bottom right hand corner of the screen. And click "**Open Sound settings**"
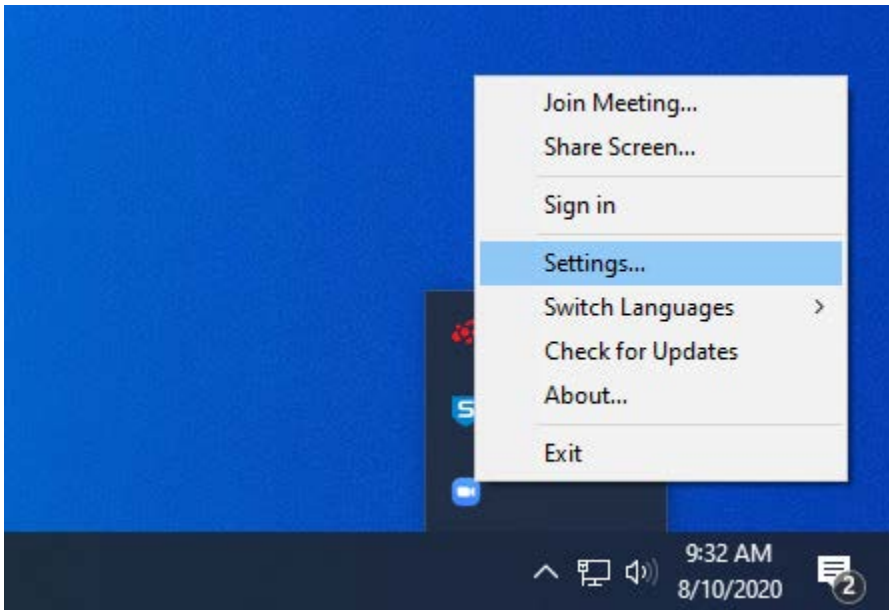

You will then make sure the drop down under **Sound Output** is set to

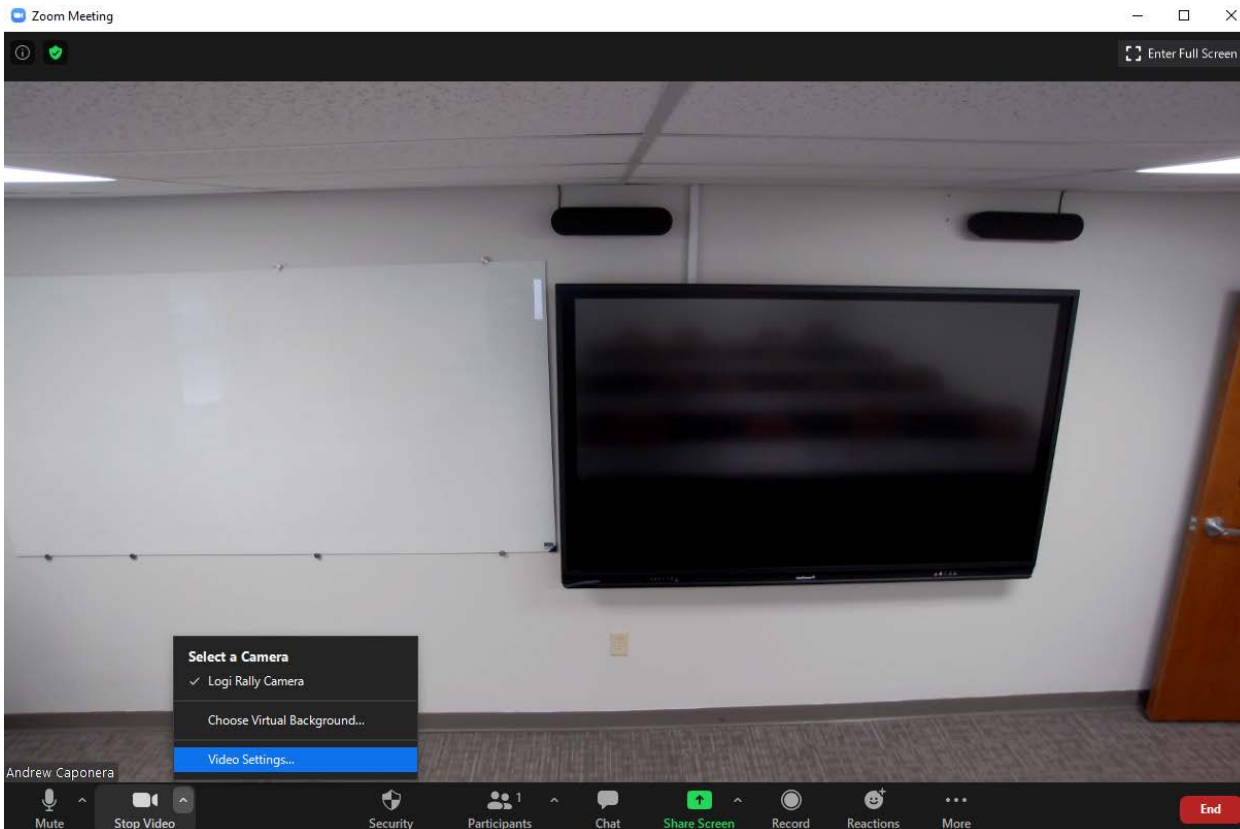"**Echo Cancelling Speakerphone (Logi Rally Audio)**"

2) To set the Zoom meeting inputs and outputs you can get them in multiple ways.
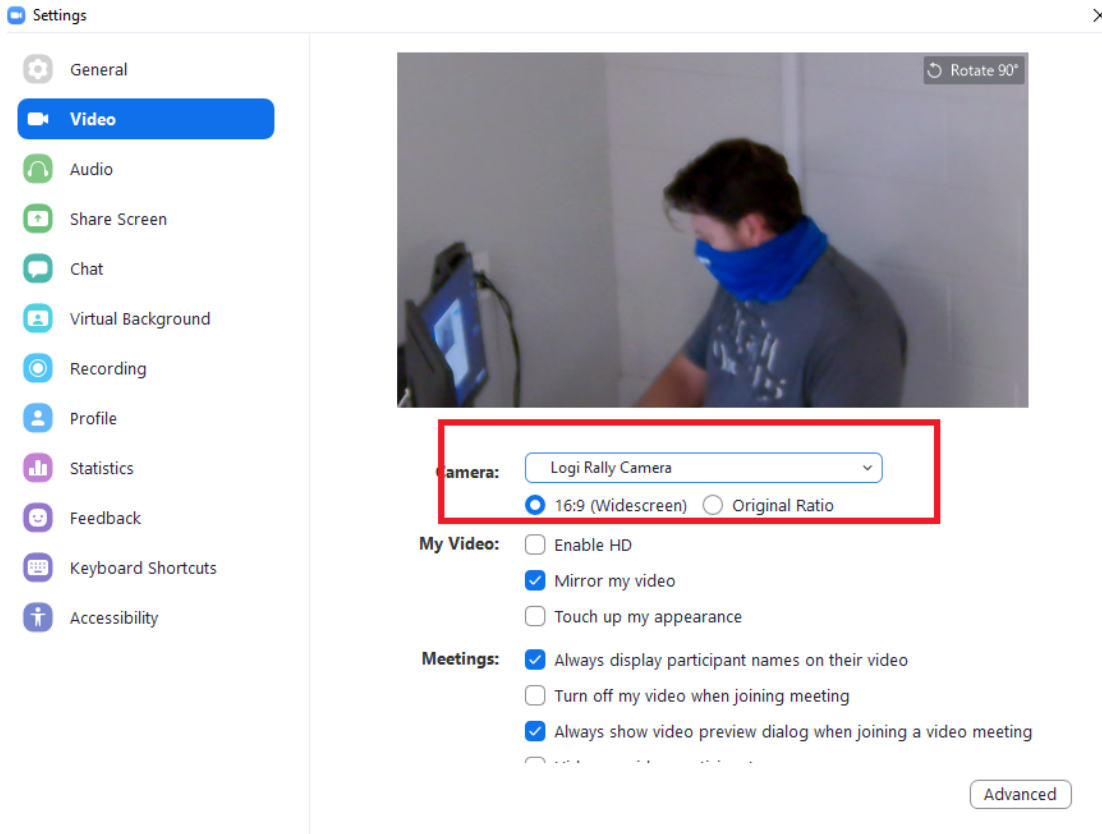
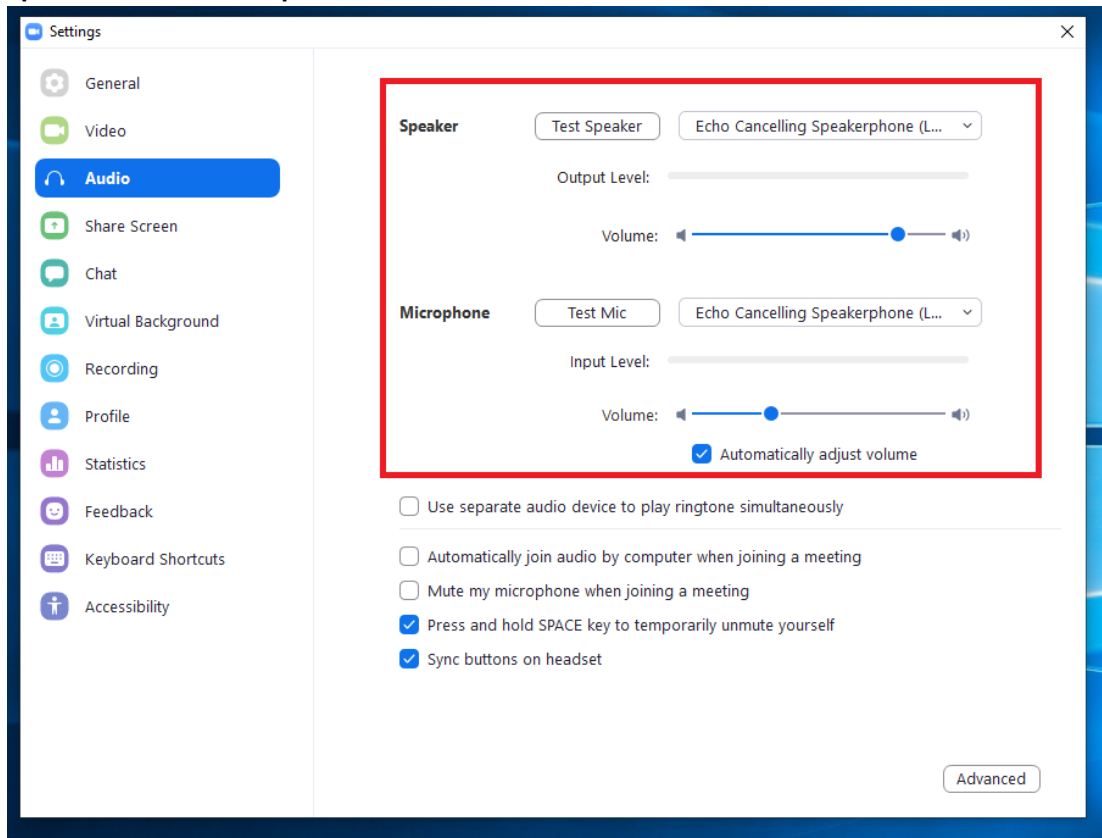   **A)** Through the system tray when the Zoom client is running.

    B) Through the settings during the Zoom meeting.

You will then see a screen like this make sure the **"Logi Rally Camera"** is selected.

You can then click on **"Audio"** on the left and make sure the "**Echo Cancelling Speakerphone…**" is selected for both the **Speaker** and the **Microphone**

To share the screen during the Zoom session, click on the **Share Screen** button in the bottom middle, and then select which screen you would like to share.