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)"

Settings		- 🗆 ×
命 Home	Sound	
Find a setting	Speakers (Realtek High Definition Audio)	Related Settings
	Consistent (This least to TIO22Can2 for LICE and in)	Bluetooth and other devices
System	Speakers (Ininkcentre 11022Gen3 for OSB-audio)	Sound Control Panel
🖵 Display	Echo Cancelling Speakerphone (Logi Rally Audio) Certain apps may be set up to use different sound devices than the	Microphone privacy settings
다) Sound	one selected here. Customize app volumes and devices in advanced sound options.	Ease of Access audio settings
Notifications & actions	Device properties	Have a question?
) Focus assist	Master volume	Fixing sound problems
	¢، ── 1 4	Setting up a microphone
O Power & sleep	▲ Troubleshoot	Get help
Storage	Manage cound devices	
	Wanage sound devices	Make Windows better
Le lablet mode		Give us feedback
目 Multitasking	Input	
	Choose your input device	
Projecting to this PC	Microphone (Thinkcentre TIO22G \vee	
% Shared experiences	Certain apps may be set up to use different sound devices than the	
🛱 Clipboard	one selected here. Customize app volumes and devices in advanced sound options.	

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**

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Θ	General		1	
0	Video	Speaker Test Speaker Echo Cancelling Speakerphone (L ~)		
\bigcirc	Audio	Output Level:		
€	Share Screen	Volume: 🛋 ———— 📢 🧃		
0	Chat			
	Virtual Background	Microphone Test Mic Echo Cancelling Speakerphone (L >		
0	Recording	Input Level:		
8	Profile	Volume: 🖣 🛑 🛋 📢		
٠	Statistics	Automatically adjust volume		
Θ	Feedback	Use separate audio device to play ringtone simultaneously		
•	Keyboard Shortcuts	Automatically join audio by computer when joining a meeting		
Accessibility	Accessibility	 Mute my microphone when joining a meeting 	-	
		Press and hold SPACE key to temporarily unmute yourself		
		Sync buttons on headset	_	
		Advanced		

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.

