Scenario 1 (recommended): Walk-in presenter using ACE Room equipment or own laptop captured by ACE Room host machine as a video feed. This is possible in all current ACE Rooms.
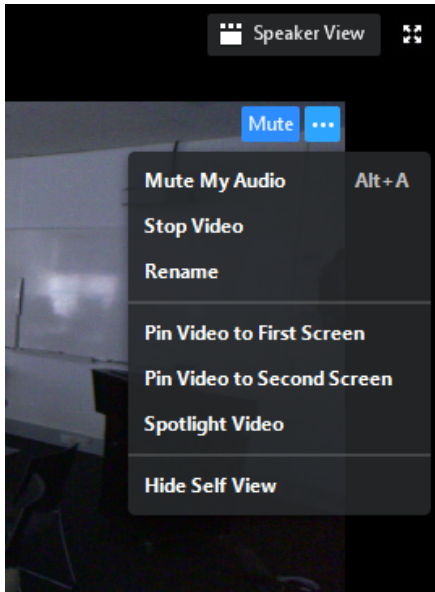
NB: the presenter machine is not part of the Zoom session.

Room Audience	Remote Audience
Requirements -- local 1. Presentation (as video capture) 2. iPad Whiteboard or similar (from Zoom) projected locally 3. Remote audience videos (from Zoom)	*Requirements – in Zoom* 1. Presentation video (as shared screen from Zoom host) 2. iPad whiteboard (as shared screen from Zoom co-host) 3. See presentation and whiteboard simultaneously in Side by Side view or dual monitor version for remote ACE rooms, etc. 4. Speaker video (from Zoom host) 5. Other remote participant videos
Configuration on Zoom 1. Hide Self view 2. Hide Non-video participants 3. Dual Monitor support 4. Allow Multiple participants can share screen simultaneously 5. Make iPad Zoom Account Co-Host	*Configuration on Zoom* 1. Hide Self View 2. Hide non-video participants 3. Side by Side view (for non-dual monitor environments) 4. Gallery and Speaker View 5. Toggle shared screen

Note: If students are to share their screens then they should also be made co-hosts.

Configuration Descriptions

- Hide self-view

  Allows the remote audience to view presentation from lecturer and whiteboard simultaneously without the distraction of the self-view.
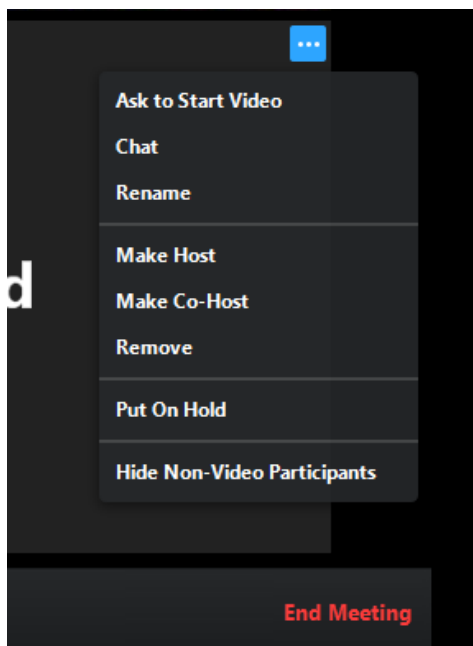
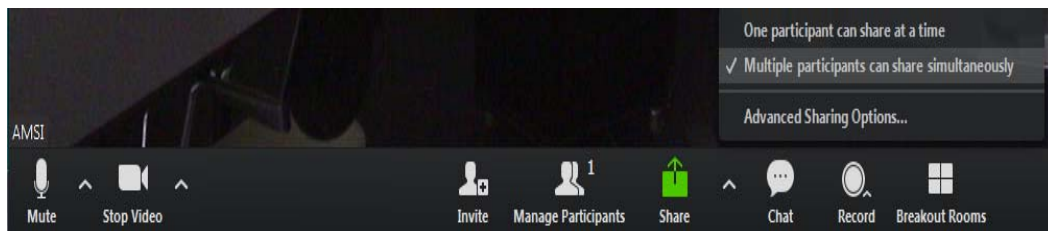 o On the Gallery view click on the three dots and select "Hide Self View"

- Hide non-video participants
  Since the iPad used as the digital whiteboard is joined the meeting as participant and the no video feed is taken out from the iPad, the gallery view would have a placeholder for the video. By enabling this option viewers could have a non-distractive view of presentation, whiteboard and Presenter.
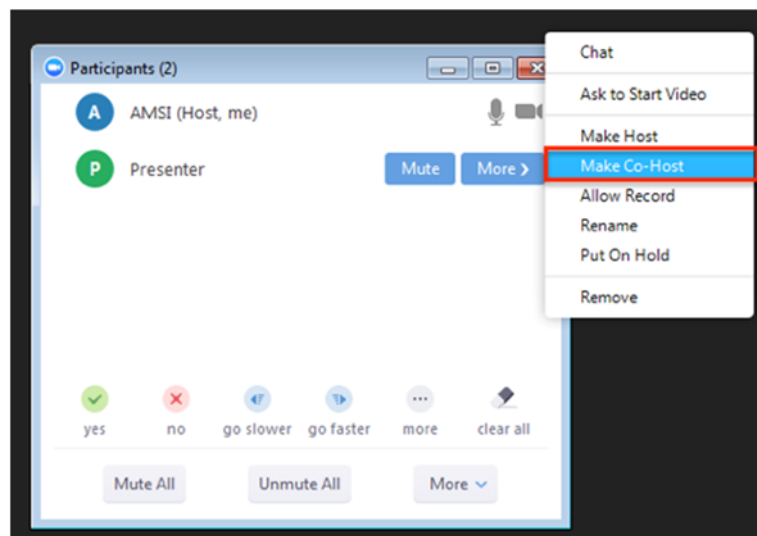
   o When you see a participant with no video, you could hide it by selecting "Hide Non-Video Participants" from the button with the three dots (…) on the right.

- Side by side video
  - More info in this article
    https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Mode-for-Screen-Sharing

- Multiple participants can share simultaneously
  - Click the arrow next to Share Screen, choose Multiple participants can share simultaneously. This only needs to be done the first time Zoom is installed.
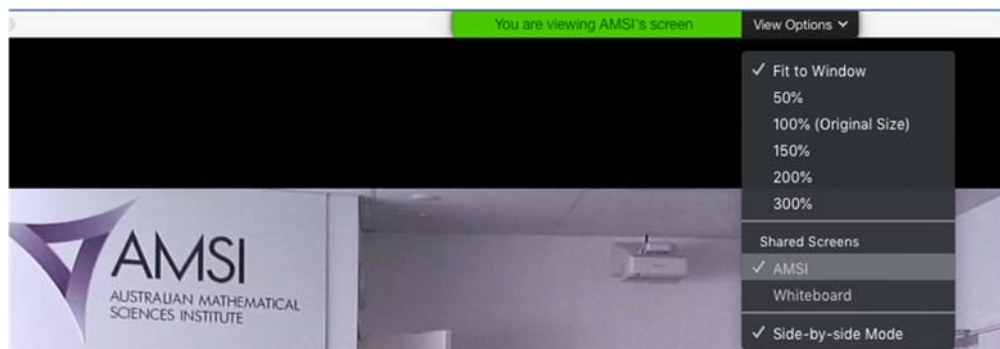

- Make iPad account co-host from host machine
  - Click Manage Participants **>** *More* next to the presenter name. **>** Make Co-Host

- Speaker View and Gallery View
  - Visit link below for detailed explanation
    https://support.zoom.us/hc/en-us/articles/201362403-Active-Speaker-Video-Layout-

- Toggle shared screen
    - To switch between different shared content, click on View Options on the top toolbar and select the shared content from the dropdown.

Scenario 2: Laptop brought into the ACE room by lecturer and joining Zoom meeting as co-host on the laptop. The presentation is a shared screen from the lecturer's laptop. In this scenario the iPad whiteboard and the presentation are two separate shared screens and so cannot be seen simultaneously in Side by Side view by the remote audience. However, they can both be seen remotely in dual monitor mode when that is possible. The lecturer video and either of the two shared screens can be seen in Side by Side view and the shared screens easily toggled by the audience as the lecturer moves from one to the other.

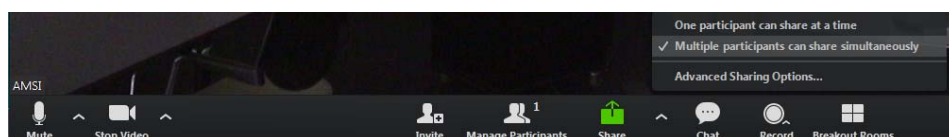| Room Audience	Remote Audience
In Room Audience should see: 1. Presentation (as Zoom Screenshare) 2. iPad as Whiteboard (Zoom co-host) 3. Presenter/Speaker Video 4. remote audience videos	*Remote audience should see:* 1. Presentation (as shared screen) 2. iPad whiteboard (as shared screen) 3. Presenter/Speaker Video 4. See presentation or whiteboard simultaneously with presenter in Side by Side view 5. Other remote participant videos
Configuration on Zoom 1. Hide Self view 2. Hide Non-video participants 3. Dual Monitor support 4. Allow Multiple participants can share screen simultaneously 5. Make iPad Zoom Account Co-Host	*Configuration on Zoom* 1. Hide Self View 2. Hide non-video participants 3. Side by Side view (for non-dual monitor environments) 4. Gallery and Speaker View 5. Toggle shared screen

Limitations
- Remote audience cannot view digital whiteboard and presentation simultaneously unless they have a dual monitor environment.
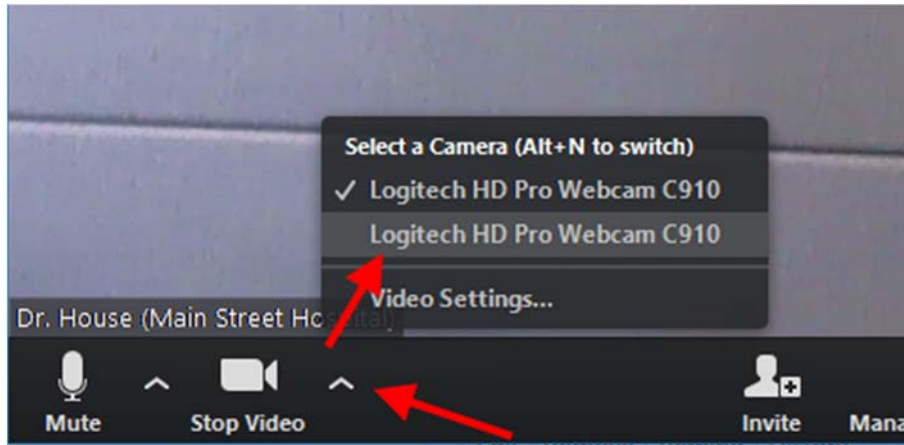
Instructions to set up the room
Step 1: Setup **host machine.**
- Open Zoom start with a video. Note the meeting ID.
- Click the arrow next to Share Screen, choose Multiple participants can share simultaneously. This only needs to be done the first time Zoom is installed.
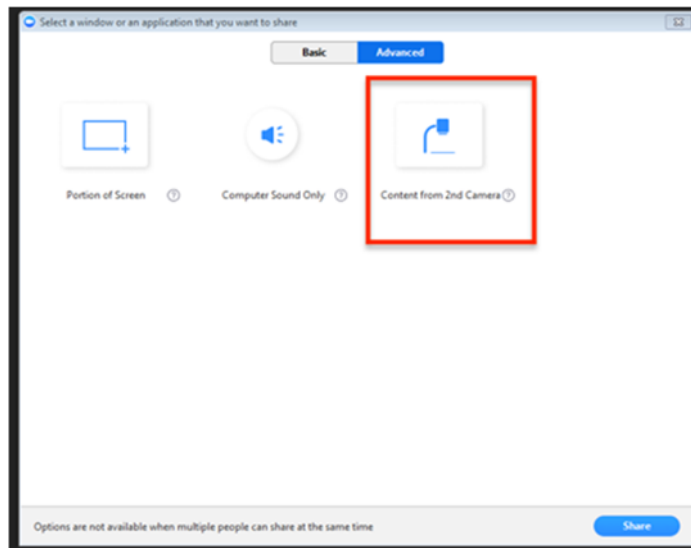

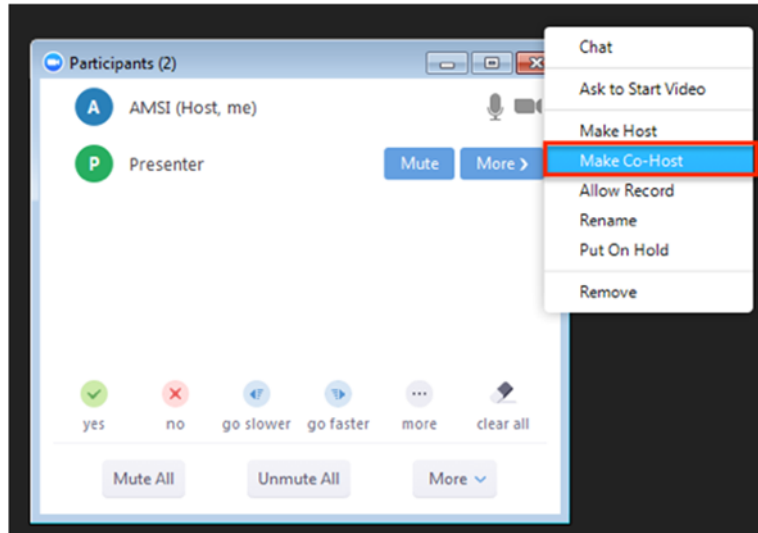- In the video selection menu, choose the webcam pointing to the lecturer.

This video will be displayed as the representative video of the meeting room.

- Click Share -> Advanced tab -> Share 2nd camera.
  This will be the 2nd shared content. It can be a camera pointing to the audience in the room, or a documentation on the host machine

Step 2: Setup **presenter's PC**
- The presenter logs into Zoom and joins the meeting using the meeting ID.
- From **host machine**: make the presenter co-host.
  - From **host machine**:
    - o Click Manage Participants
    - o Click *More* next to the presenter name.
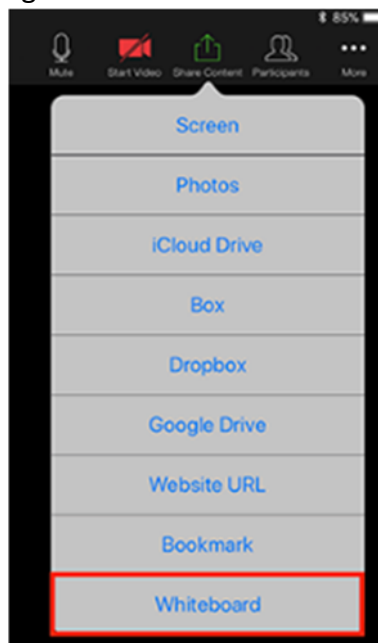   - o Make Co-Host

Note that making presenter Co-Host is important to allow participants to have access and switch between different shared contents on different devices.

- The presenter now can share the screen (with the presentation)

Step 3: Set up the **whiteboard**

- The iPad/Surface logs into Zoom and joins the meeting using the <u>meeting ID</u>.
- From **host machine**: make the whiteboard Co-Host. This step is important (same reason as above)
- Tap Share Content to start using the device as a whiteboard

The configuration for Zoom meeting from presenter's side is complete. The room is sending out (1) the camera feed pointing to the presenter, (2) the presentation of the presenter, (3) the whiteboard, and (4) a supplementary shared content on the host machine.