Sign in to the UFL-PHI using your GatorLink username & password

Once you log in choose what you would like to do. Schedule a meeting (use for future meetings), Host a meeting (use for meetings needed at present time).
Setting up your meeting

<table>
<thead>
<tr>
<th>Topic</th>
<th>My Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description (Optional)</td>
<td>Enter your meeting description</td>
</tr>
<tr>
<td>When</td>
<td>08/01/2019 10:00 AM</td>
</tr>
<tr>
<td>Duration</td>
<td>1 hr 0 min</td>
</tr>
<tr>
<td>Time Zone</td>
<td>(GMT-4:00) Eastern Time (US and Canada)</td>
</tr>
<tr>
<td>Recurring meeting</td>
<td>off</td>
</tr>
<tr>
<td>Registration</td>
<td>Required</td>
</tr>
<tr>
<td>Video</td>
<td>Host: on, Participant: on</td>
</tr>
<tr>
<td>Audio</td>
<td>Telephone, Computer Audio, Both</td>
</tr>
</tbody>
</table>

This will allow the line to open and meeting to start at scheduled time

Best practice - Begin with video off and turn on after a few moments

Be certain to test the audio, speakers and mic
*** When in HMEB 128***
Leave unchecked for system sound in room to work.

Other rooms: suggested to check button and Unmute as needed by participants.
*6 to unmute

Consider adding Charles wcp@ufl.edu, Robert rljewell@ufl.edu and/or Zach Zvick@ufl.edu as an alternative host to assist meeting if necessary. Or someone who can host the meeting in your absence.

After you save, your meeting details will display
Two ways you can invite others to your meeting: Calendar or Email

1. Add to Outlook Calendar

2. Copy the meeting invitation and place into an email

---

**Copy Meeting Invitation**

Meeting Invitation

Hi there,

You are invited to a Zoom meeting.
When: Jan 24, 2019 5:00 PM Eastern Time (US and Canada)

Register in advance for this meeting: https://ufl.zoom.us/meeting/register/d4ac49d967cecf0a66858a512be5123a

After registering, you will receive a confirmation email containing information about joining the meeting.
If you are using room 128 and have scheduled your meeting a week in advance, copy Zach Vick ZVick@ufl.edu and he can set up the zoom meeting to start for you.

You will want to “clean up” the invitation a little to make the information clear.

Needed information: Join Zoom Meeting, Dial by location (include Meeting ID), Join by SIP.

When dialing in you will need the Meeting ID.
If not scheduled in advance, in the back of the room, using the Crestron Control Panel touch anywhere to begin.

Select Presentation Mode
Select Projector/PC
Select Keyboard

Enter the **Join by SIP ID** (referenced on previous page) into keypad, Press the green phone icon and meeting should start.
HMEB Room 460

Log onto the computer in the room and start your meeting. Be sure to select Join with Computer Audio – also, test your speaker and microphone.

Setting up the speaker

The speaker is locate in the cabinet along with the computer.

On the back is the Bluetooth connector
Plug it into the computer, and then turn on speaker
Place speaker centrally in the room.

When meeting is over be certain to turn off speaker, replace Bluetooth connector, reconnect speaker to outlet charger.

Renata Dolbier rdolbier@ufl.edu

***Additional notes for end users…. No sound?

- Check if muted
- Try using headphones with microphone
- Call in on your phone to speak & watch video on computer
- *6 to unmute

Please send the phone number you are calling from to the meeting organizer to verify your attendance. When phoning in the caller’s name may not be indicated.