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>No</td>
</tr>
<tr>
<td>Registration</td>
<td>No</td>
</tr>
<tr>
<td>Video Host</td>
<td>On</td>
</tr>
<tr>
<td>Video Participant</td>
<td>On</td>
</tr>
<tr>
<td>Audio Telephone</td>
<td>On</td>
</tr>
<tr>
<td>Audio Computer Audio</td>
<td>Off</td>
</tr>
<tr>
<td>Audio Both</td>
<td>Off</td>
</tr>
</tbody>
</table>

**Suggestion:** consider adding the location the meeting is taking place. Either in the Topic or Description.

**Best practice:** Begin with video off and turn on after a few moments.

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

**Be certain to test the audio, speakers and mic.**
*** When in HMEB 125, 128, 135, & 240***
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.

Suggestion: when holding a Zoom meeting: staff support may want to start the meeting from a laptop and allow speaker use of computer and join meeting from room computer.
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.

Copy Meeting Invitation
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

SIP information is used to connect the room A/V for HMEB 125,128, 135, & 240

Instruction on Crestron Control Panel located in the room.

**If using a password; it must be added to the Meeting ID when connecting in rooms with built in videoconferencing.

Example:

Meeting ID 123 456 789
Password 336699
Sip info to input on Crestron Control Panel:
123456789.336699@zoomecrc.com
HMEB Room 125, 128, 135, & 240

If you are using any of these rooms please set Robert Jewell rljewell@ufl.edu, Charles Poulton wcp@ufl.edu, and/or Zach Vick ZVick@ufl.edu as alternate host and send them an invitation. So they can set the room up with video and audio.

Crestron Control Panel

- Press on the panel to “wake” it up
- Press anywhere to begin
- Press Presentation mode
- Press Conference
- Press the Keyboard option and type in the SIP# from Zoom invitation (ie. 319034898@zoomcrc.com)
- Press the Green Phone icon
- When meeting has ended... Press the Red Phone Icon

*** Be certain to disconnect and shut down the system when finished.
Log onto the computer in the room, connect the Jabra speaker, and start your meeting. Be sure to select Join with Computer Audio - also, test your speaker and microphone.

***Note
Room 332 does not have a Jabra speaker in the room. Please make arrangements with Charles/Robert in Room 157 to pick up and return.

Setting up the speaker

The speaker is located 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. Additionally, shut down the screens and control panel.

***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.
Using Air Media

Locate the touch Panel and turn on

Select Air Media

Turn on TV screen
Connect HDMI cable

On your laptop type the room IP address in the browser. Follow prompts.

Insert Jabber Speaker Bluetooth connector into laptop.

Start zoom meeting
Join with computer audio.