

ScreenBeam Unified Communications

User Guide

Version: 1.0

Document and Software Copyrights

This ScreenBeam Document and all software offered through or used on this ScreenBeam Document are our property or the property of our suppliers, sponsors, licensors or affiliates (collectively, "Business Partners"), and are protected by United States and international copyright law, trademark law, and trade secret law, as well as other laws, rules and regulations.

We own a copyright in this ScreenBeam Document and in the selection, coordination and arrangement of the content available through this ScreenBeam Document. Except as expressly provided herein, neither we nor our Business Partners grant any rights to you under any patents, copyrights, trademarks or trade secret information. Accordingly, unauthorized use of this ScreenBeam Document or any content available on this ScreenBeam Document may violate patent laws, copyright laws, trademark laws, trade secret laws, and laws pertaining to privacy and publicity rights or other laws or regulations.

Copyright © 2021 ScreenBeam Inc. All Rights Reserved. ScreenBeam, and the ScreenBeam logo and all page headers, custom graphics and button icons are the service marks, trademarks, and/or trade dress of ScreenBeam ("Trademarks"). All other service marks, trademarks, product names and company names or logos displayed in this ScreenBeam Document are the property of their respective owners. You may not use, copy, reproduce, republish, upload, post, transmit, distribute or modify any of the Trademarks in any way, including in advertising or publicity pertaining to distribution of materials on this ScreenBeam Document, without our prior written consent.

Table of Contents

Part I	Introduction	1
1.1	Prerequisites	1
1.2	Topology	1
Part II	Set up ScreenBeam Receiver.....	2
2.1	Enable Zoom Meeting Service	2
2.2	Configure a Zoom Account.....	4
2.3	Setup Meeting Calendar	4
Part III	Schedule a Zoom Meeting	5
3.1	Publish Calendar of an Office 365 Account.....	6
3.2	Add Zoom for Outlook Add-in to an Outlook E-mail Account.....	9
3.3	Schedule a Zoom Meeting	12
3.3.1	Schedule a Zoom Meeting with Outlook App	12
3.3.2	Schedule a Zoom Meeting with Outlook Web	16
3.3.3	Schedule a Zoom Meeting with Zoom App.....	18
3.3.4	Schedule a Zoom Meeting with Zoom Web.....	22
Part IV	Manage Zoom Meeting.....	24
4.1	Using the Zoom Controller	24
4.2	Host a Zoom Meeting.....	27
4.3	Join a Scheduled Zoom Meeting	29
4.4	Join a Zoom Meeting on Demand	30
4.5	Control a Zoom Meeting with Zoom Controller	31
4.5.1	End a Zoom Meeting as a Host.....	31
4.5.2	Leave a Zoom Meeting as a Host	31
4.5.3	Leave a Zoom Meeting as a Guest	32
4.5.4	Admit New Participants	32
4.5.5	Manage Participant's Microphone and Camera.....	33
4.5.6	Control Receiver's Peripherals	35
4.5.7	Other Control Elements	35
4.6	Share Local Participants' Screens with Remote Participants	36
Appendix - FAQ and Known Issues.....		37
FAQ		37
Known Issues.....		37

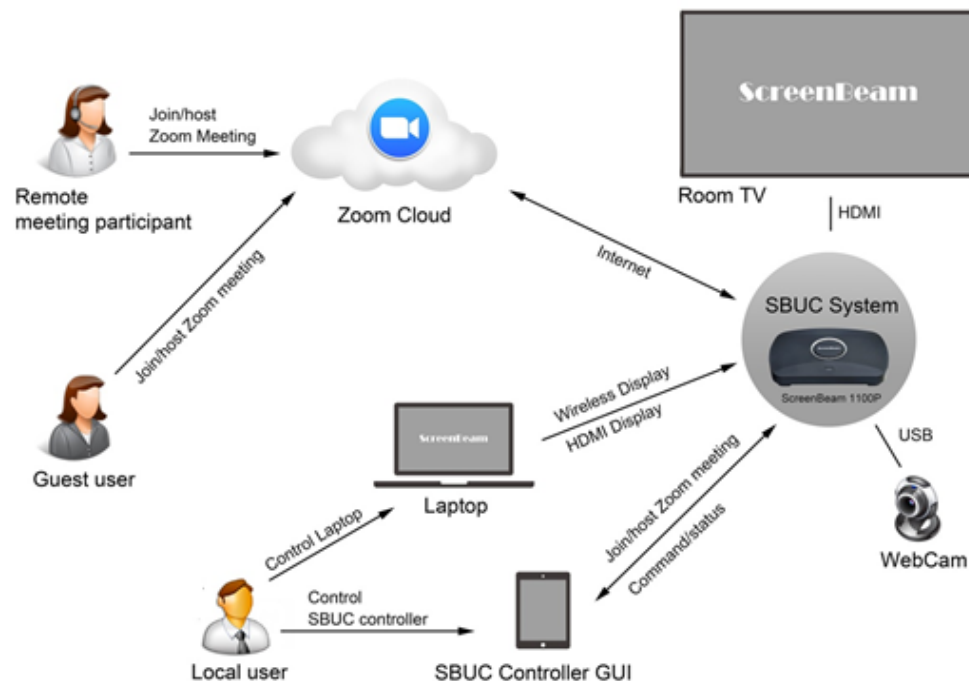
Part I Introduction

ScreenBeam Unified Communications (SBUC for short) integrates the Wireless Display front-of-room user experience with Zoom Video conferencing services.

1.1 Prerequisites

- ScreenBeam 1100 Plus receiver with firmware of 11.1.10.0 or higher
- Internet access
- (Optional) An Office 365 E-mail account for calendar integration
- A Zoom User account
- USB web camera, microphone and speaker
- An HDMI display
- A tablet or mobile phone with QR code scanner
- (Optional) A laptop or mobile device for wireless display or HDMI projection

1.2 Topology



This diagram shows the environment that the SBUC System operates in. The SBUC System consists of these components:

- A ScreenBeam receiver (such as ScreenBeam 1100 Plus) with custom Zoom Video Conferencing Client onboard.
- A USB microphone, speaker and webcam that connects to the ScreenBeam receiver.

These are known as the room microphone/speaker/camera.

- A large display, optionally touch-enabled, that connects to the ScreenBeam receiver by HDMI cable.
- SBUC Controller, which is a web interface that provides the end-user with a GUI to control the custom Zoom app that runs on the ScreenBeam receiver.
- The SBUC System is connected to the Internet and to the Zoom Video Conferencing cloud service.
- An SBUC System is typically installed in a personal meeting space like an executive office or home office.
- The SBUC System plays the role of a personal meeting space that bridges the local users with the online meeting participants and adds the Wireless Display and HDMI Display capabilities to the Zoom meeting.
- A Local User is an in-office employee who attends the Zoom meeting in an office equipped with an SBUC System.
- Guest users refer to non-host members of a Zoom meeting.
- A Remote Meeting Participant refers a person who attends a Zoom meeting online, aka a remote user.

Part II Set up ScreenBeam Receiver

ScreenBeam receiver can be enabled with Zoom meeting services. Internet access is required to use the Zoom meeting service and the optional Outlook calendar service. Ensure that the ScreenBeam receiver is connected to a network with internet access.

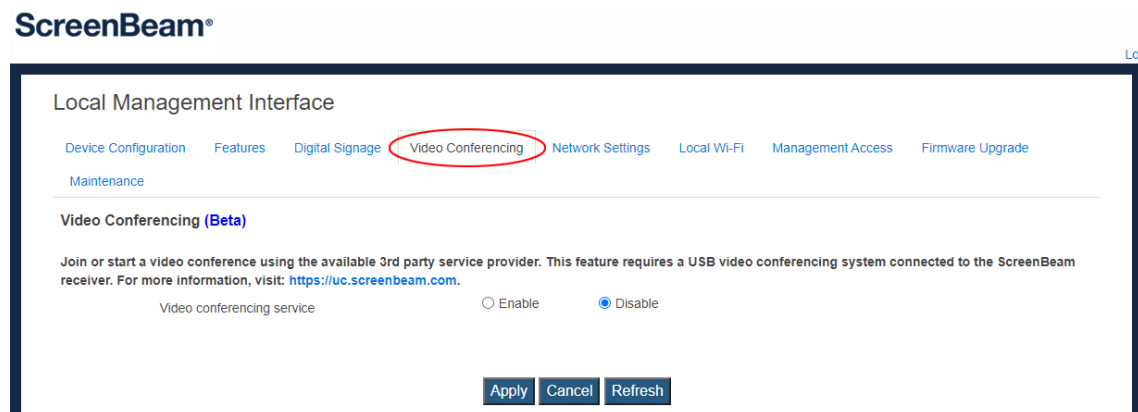
2.1 Enable Zoom Meeting Service

The video conferencing service on ScreenBeam is disabled by default. To use the service, it must be enabled.

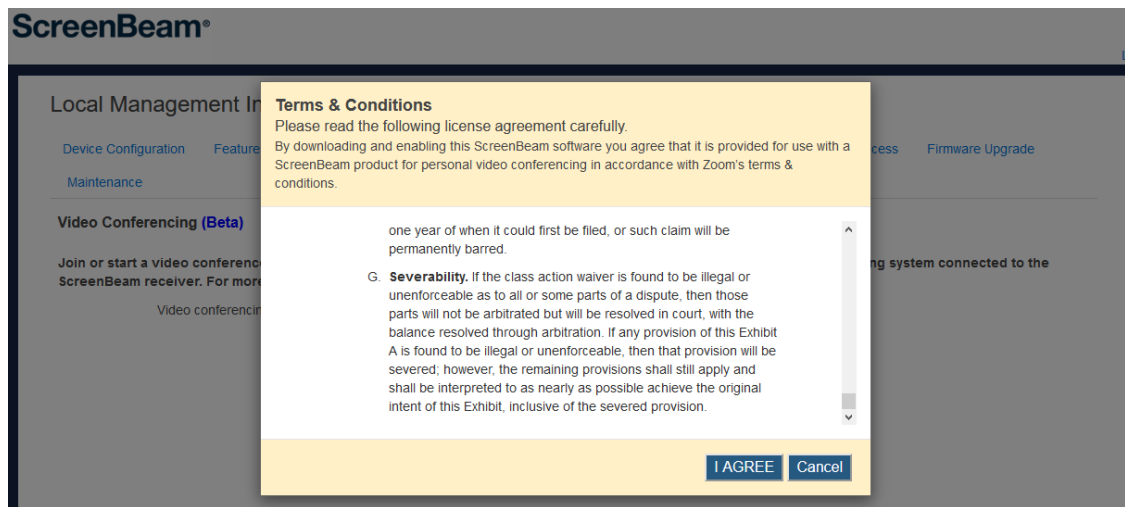
To enable video conferencing service, follow this procedure:

1. Ensure that the receiver is connected to a network with internet access.
2. Log into ScreenBeam receiver's Local Management Interface (LMI) and go to the **Video Conferencing** page.

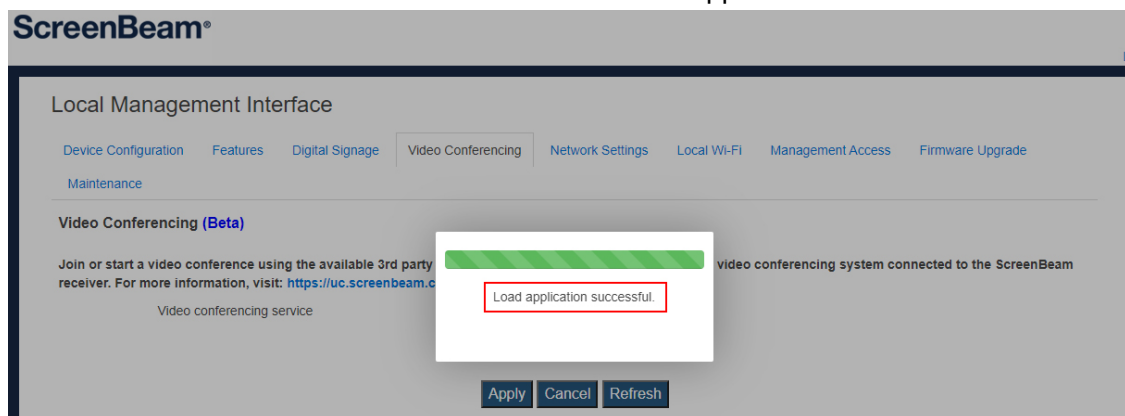
Note: For details about how to log into a ScreenBeam receiver's LMI, refer to the receiver's User Manual.



3. Set **Video conferencing service** to **Enable**. A **Terms of Service** window appears. Read the license agreement carefully. Click **I AGREE** to continue.



4. The ScreenBeam receiver will download the Zoom app.



5. Click **Apply** to enable the video conference service after the Zoom app is successfully downloaded.

2.2 Configure a Zoom Account

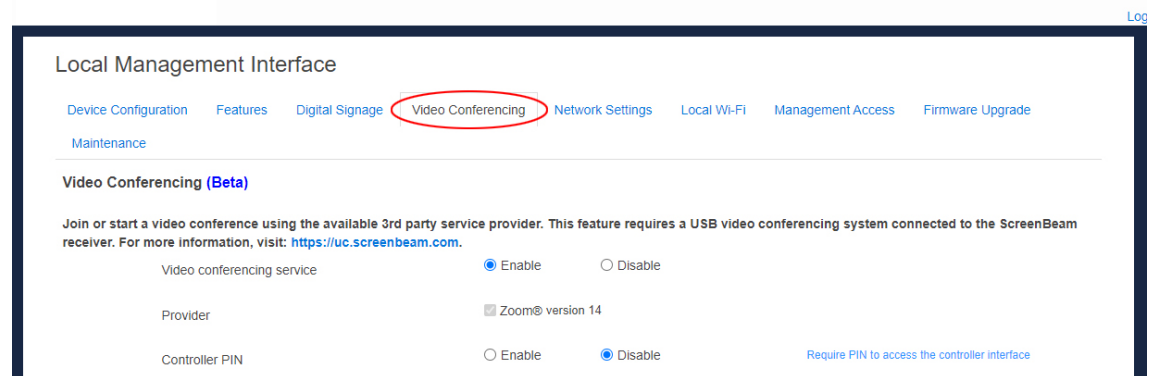
A Zoom account is required to use the Zoom cloud video meeting services. To use the Zoom meeting services on ScreenBeam, it is required to configure a Zoom account on the receiver.

To configure a Zoom User account and its password on ScreenBeam, follow this procedure:

1. Ensure that a Zoom User account and its password are available.
2. Log into ScreenBeam receiver's LMI and go to the **Video Conferencing** page.

Note: For details about how to log into a ScreenBeam receiver's LMI, refer to the receiver's User Manual.

ScreenBeam®



3. Go to the **Zoom®** section, and type a Zoom User account in the **Account** box and its password in the **Password** box.



4. Click **Apply** to save your settings.

2.3 Setup Meeting Calendar

ScreenBeam receiver can display an Outlook meeting calendar on the connected display and in the Controller. Setting up the Meeting Calendar is optional.

To set up a calendar for the ScreenBeam receiver, follow this procedure:

1. Ensure that the calendar of an Office 365 E-mail account is published, and its link (ics) is obtained.

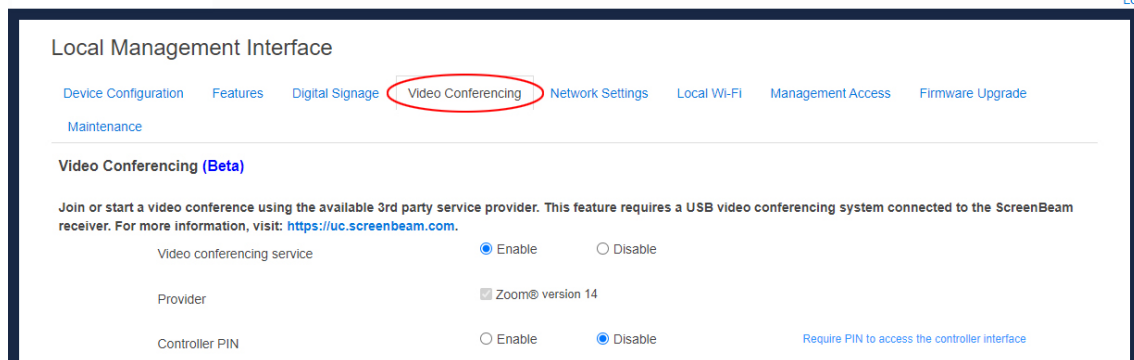
Refer to Section **3.1 Publish Calendar of an Office 365 Account** for detail.

2. Log into ScreenBeam receiver's LMI and go to the **Video Conferencing** page.

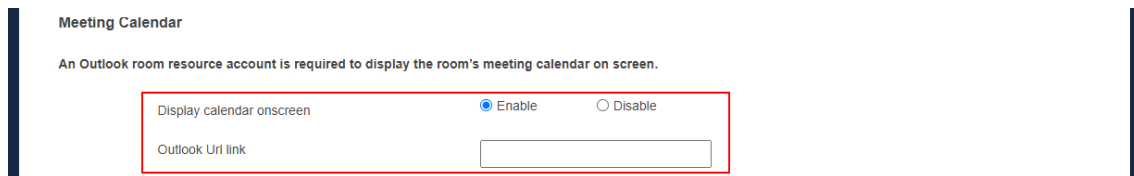
Note: For details about how to log into a ScreenBeam receiver's LMI, refer to the

receiver's User Manual.

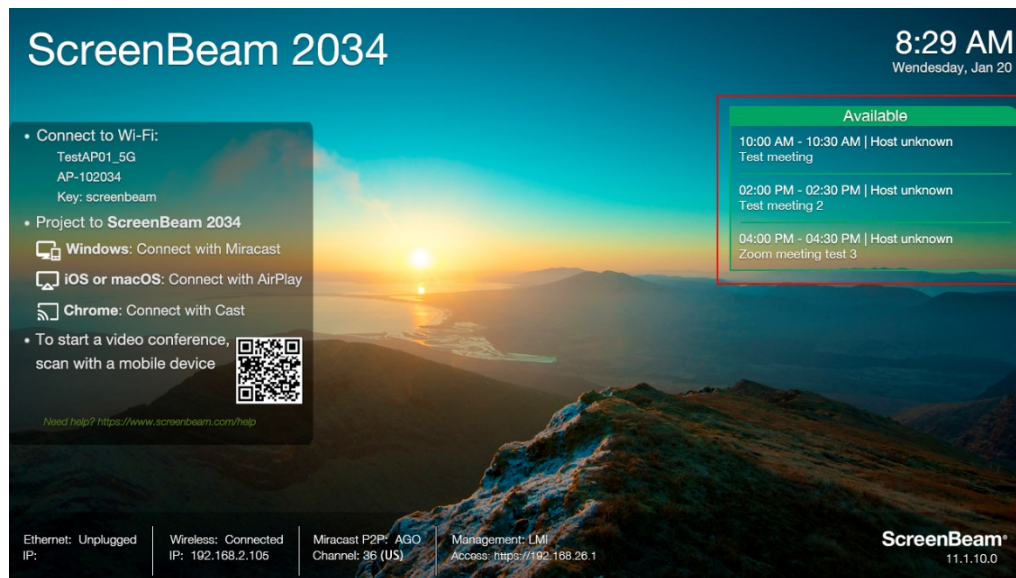
ScreenBeam®



3. Go to the **Meeting Calendar** section, set **Display calendar onscreen** to **Enable** and enter the link (ics) of the published calendar in the **Outlook Url link** box.
Note: This Outlook URL link is obtained when you are publishing the calendar of an Office 365 E-mail account. Refer to Section 3.1 Publish Calendar of an Office 365 Account for detail.



4. Click **Apply** to save your settings.
5. A calendar will be displayed on the receiver's RTC screen if there are scheduled meeti



Part III Schedule a Zoom Meeting

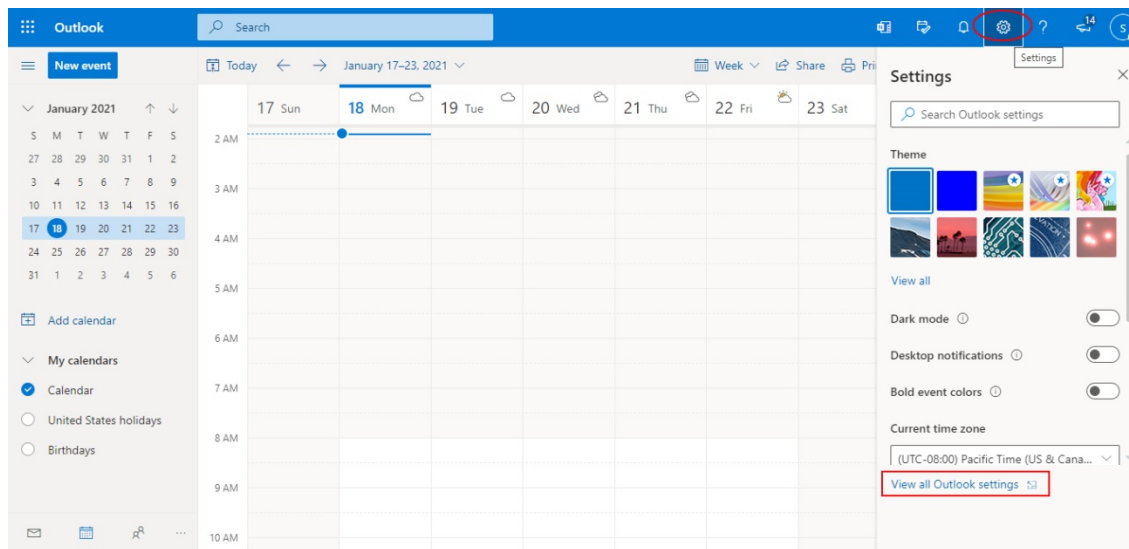
Zoom meetings can be scheduled and shown on the calendar. Scheduling a Zoom meeting is optional.

3.1 Publish Calendar of an Office 365 Account

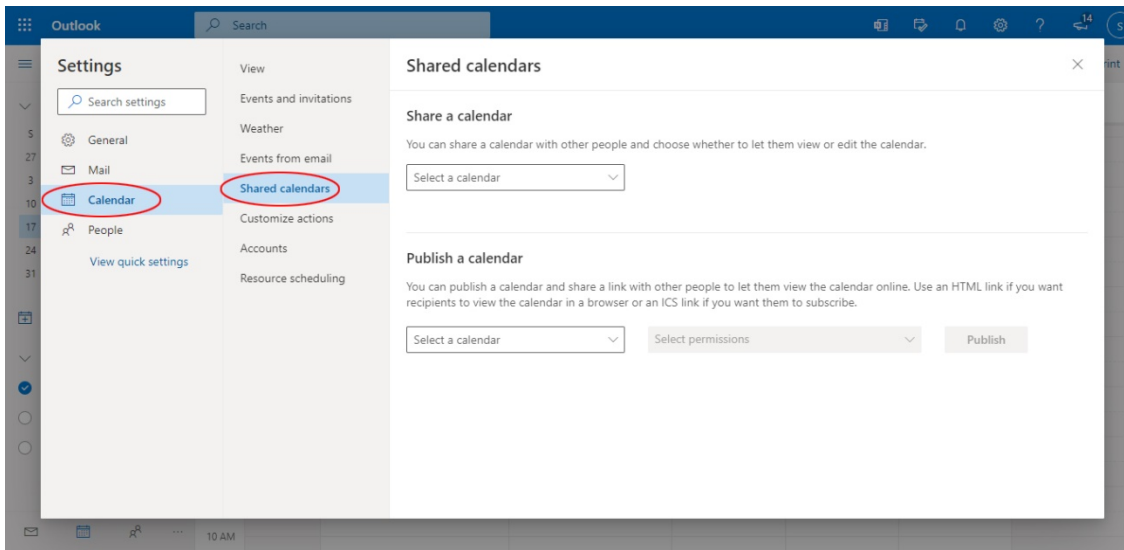
To display the calendar of an Office 365 E-mail account on the room display connected to the ScreenBeam, the calendar of the account must be published first and then configured on the ScreenBeam.

To publish calendar of an Office 365 E-mail account, follow this procedure:

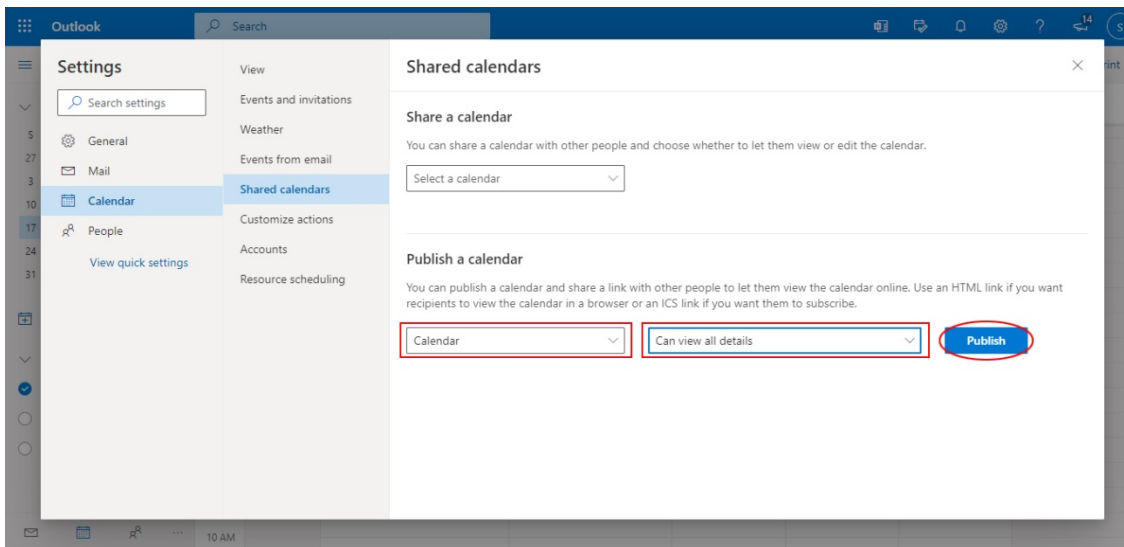
1. Log into Outlook Web with the office account.
2. Click the **Settings** button on the upper quick access bar, and then click **View all Outlook settings**.



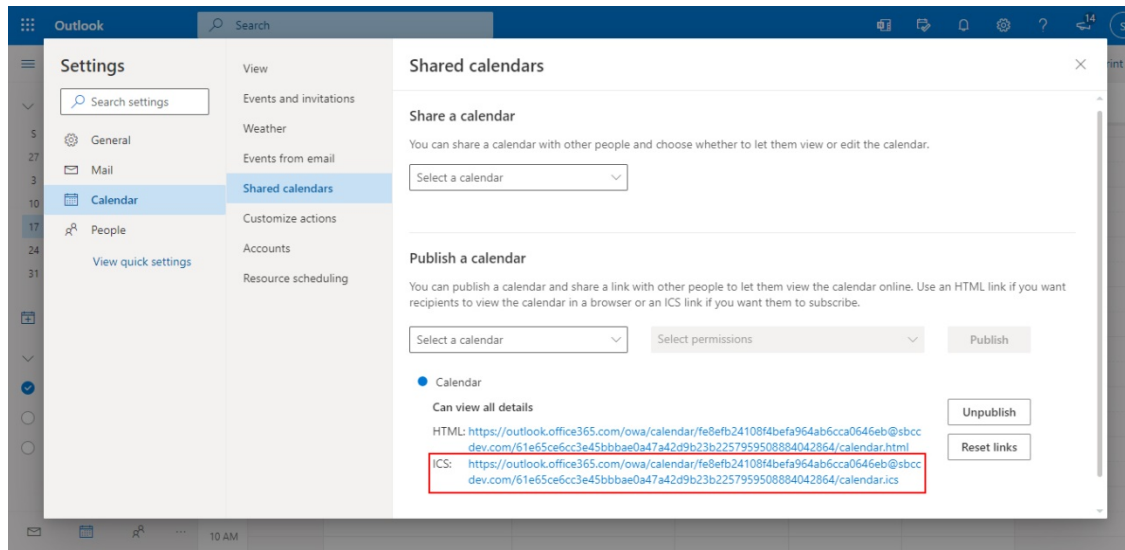
3. The **Settings** window will appear. Select **Calendar > Shared calendars** to display the **Shared calendars** page.



4. Go to the **Publish a calendar** section, select **Calendar** in the **Select a calendar** box, and then select **Can view all details** in the **Select permissions** box. Click **Publish**.



5. Copy and save the ics link. This link is used to configure meeting calendar on the ScreenBeam receiver. Refer to Section 2.3 Setup Meeting Calendar for detail.



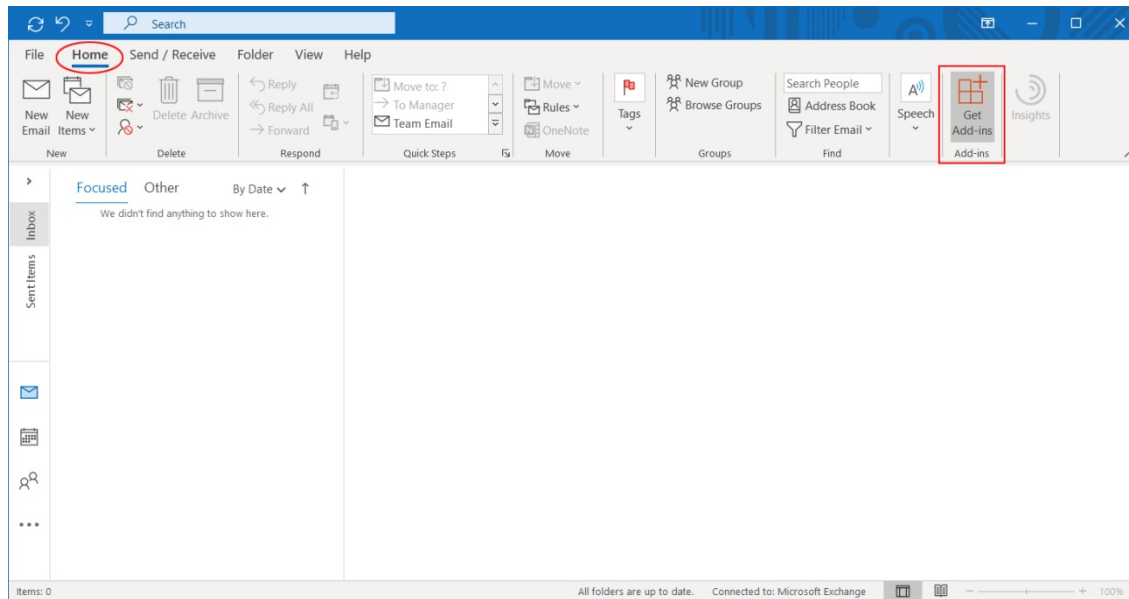
3.2 Add Zoom for Outlook Add-in to an Outlook E-mail

Account

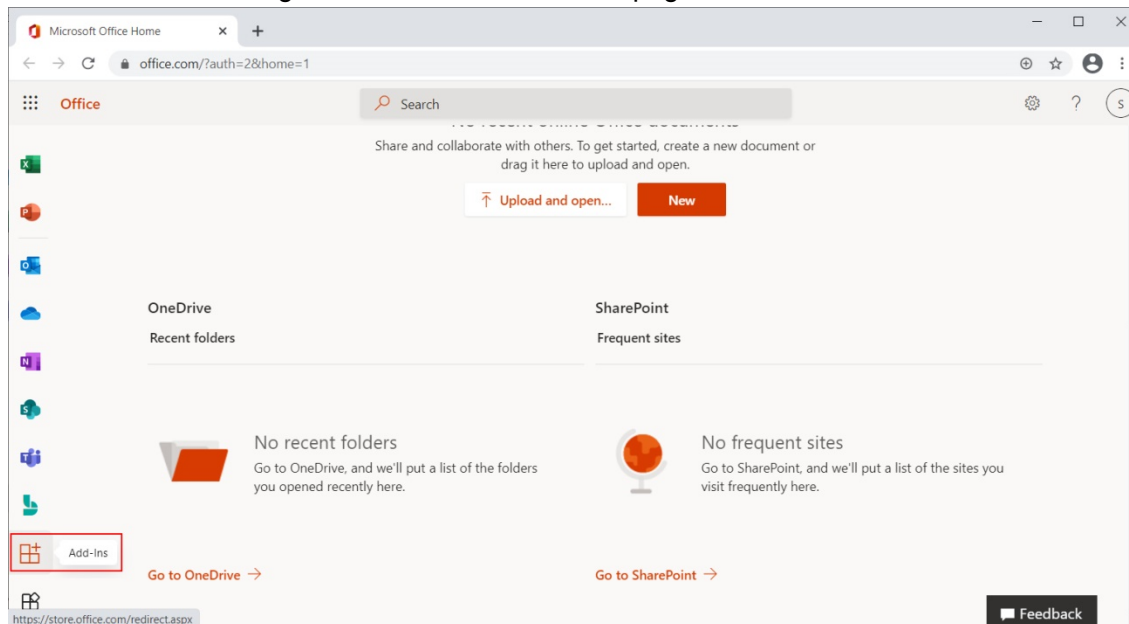
The **Zoom for Outlook** add-in is required to schedule a Zoom video conference in Outlook.

To add the **Zoom for Outlook** add-in to an Office 365 E-mail account, follow this procedure:

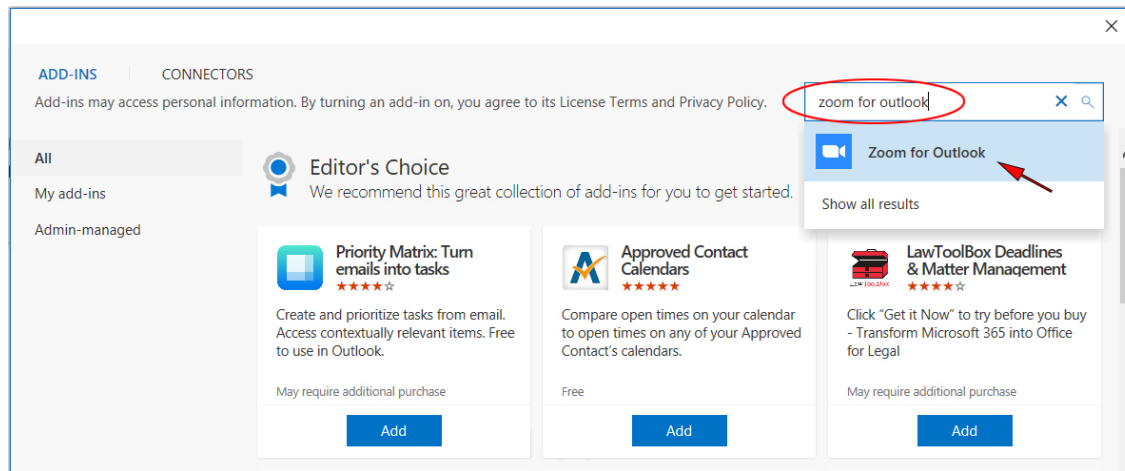
1. Log into Outlook App/Web with the Office 365 account.
2. For Outlook app, select **Home > Get Add-ins** on the ribbon.



For Outlook web, go to Microsoft Office Home page, and then select **Add-Ins**.

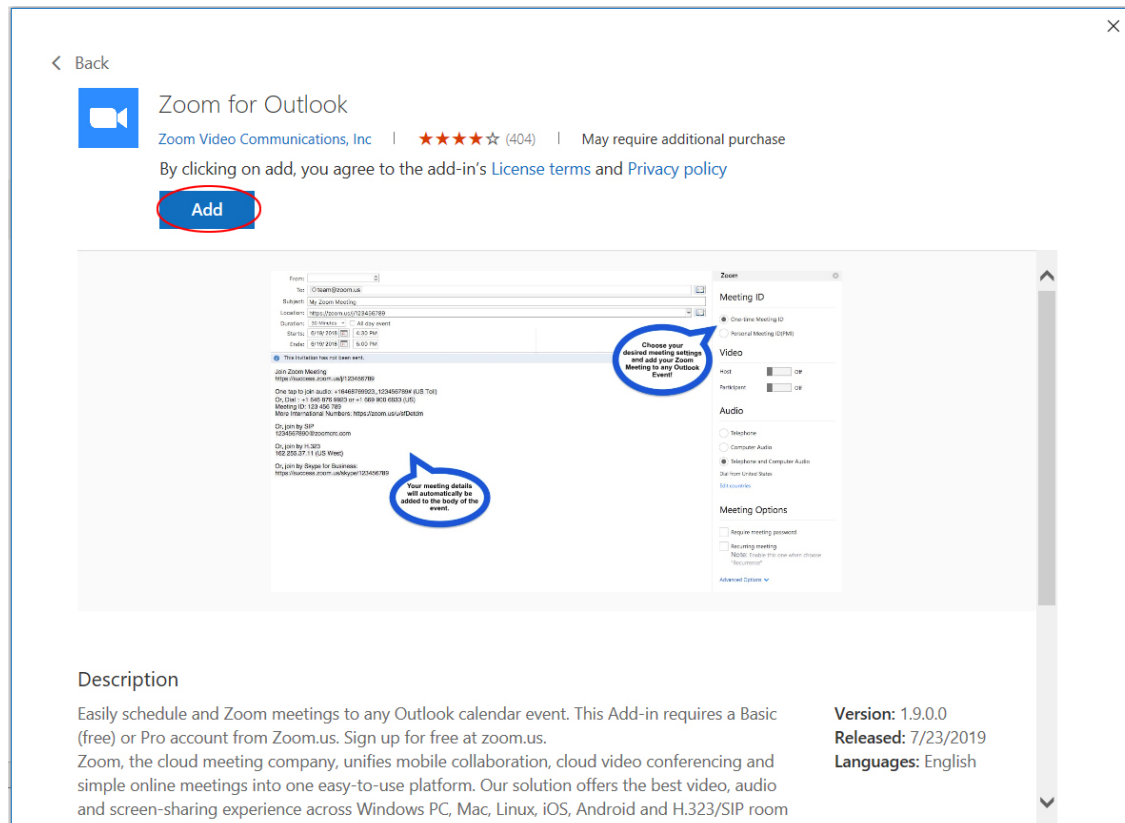


3. The **Add-Ins** window will appear. Type **Zoom for Outlook** in the Search box, and then select **Zoom for Outlook** from the search result.

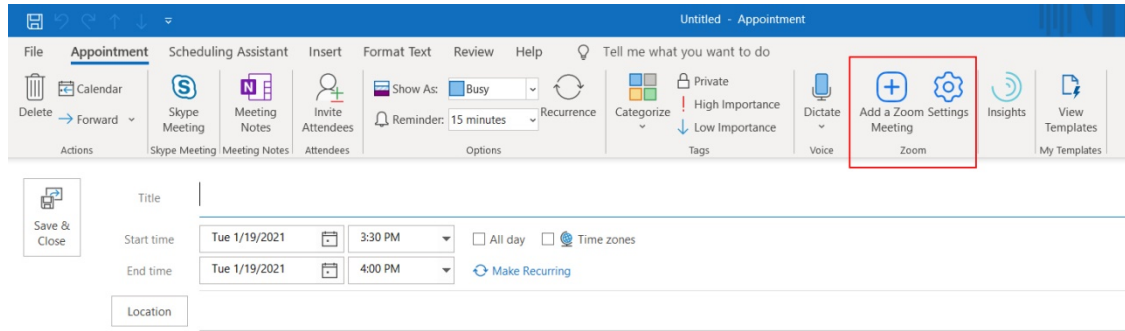


For Outlook web, you can skip steps 2-3, and access this link on the same web browser:
<https://appsource.microsoft.com/en-us/product/office/WA104381712>.

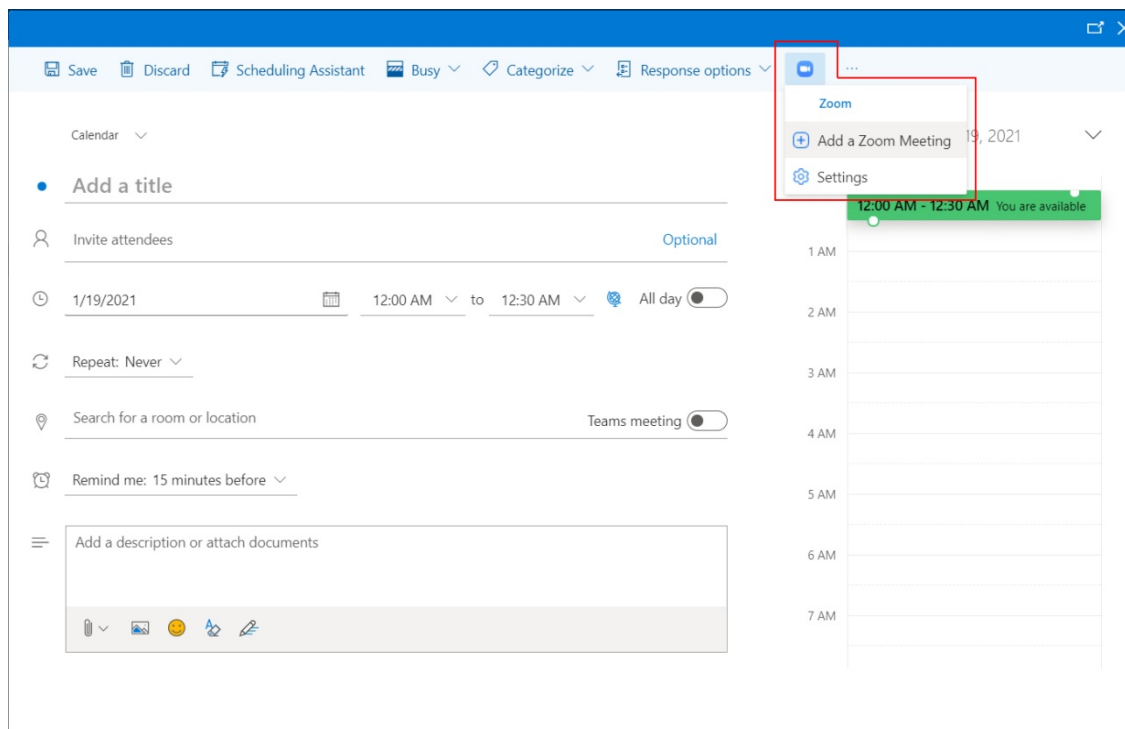
4. The Zoom for Outlook page will appear. Click the **Add** button to add this add-in to your Outlook E-mail account.



5. Open the new appointment window, and the newly added **Zoom for Outlook** add-in will appear on the ribbon.



On Outlook web, the Zoom for Outlook add-in is shown on the tool bar of the New Event window.



3.3 Schedule a Zoom Meeting

A Zoom meeting can be scheduled via Outlook app/web or Zoom app/web.

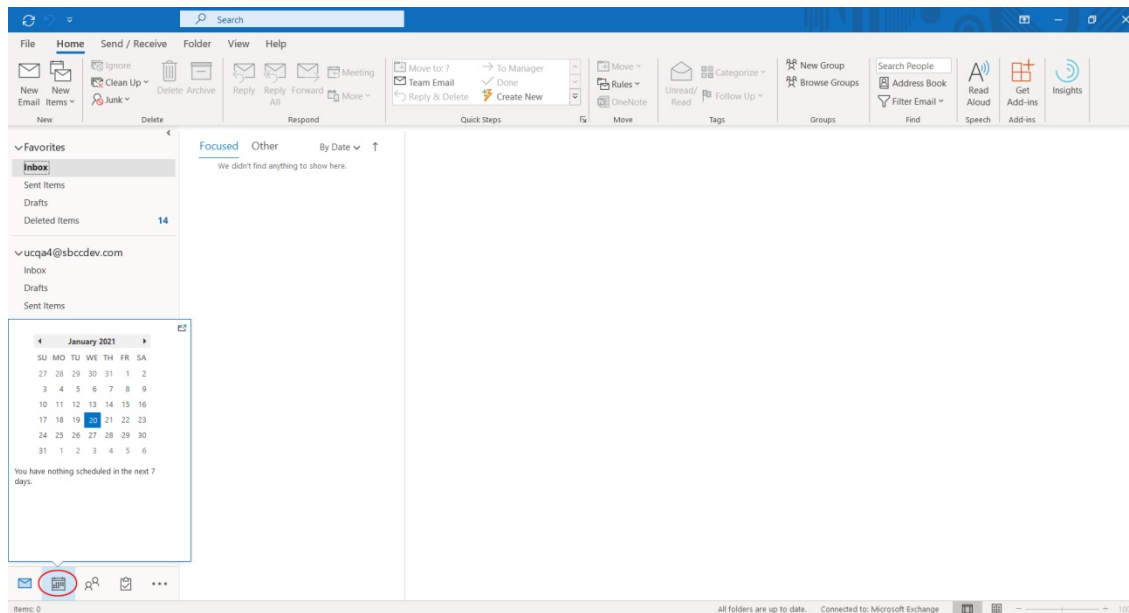
3.3.1 Schedule a Zoom Meeting with Outlook App

Ensure that **Zoom for Outlook** add-in is added to the user's E-mail account before scheduling a Zoom meeting. Refer to Section 3.2 **Add Zoom for Outlook Add-in to an Outlook E-mail Account** for detail.

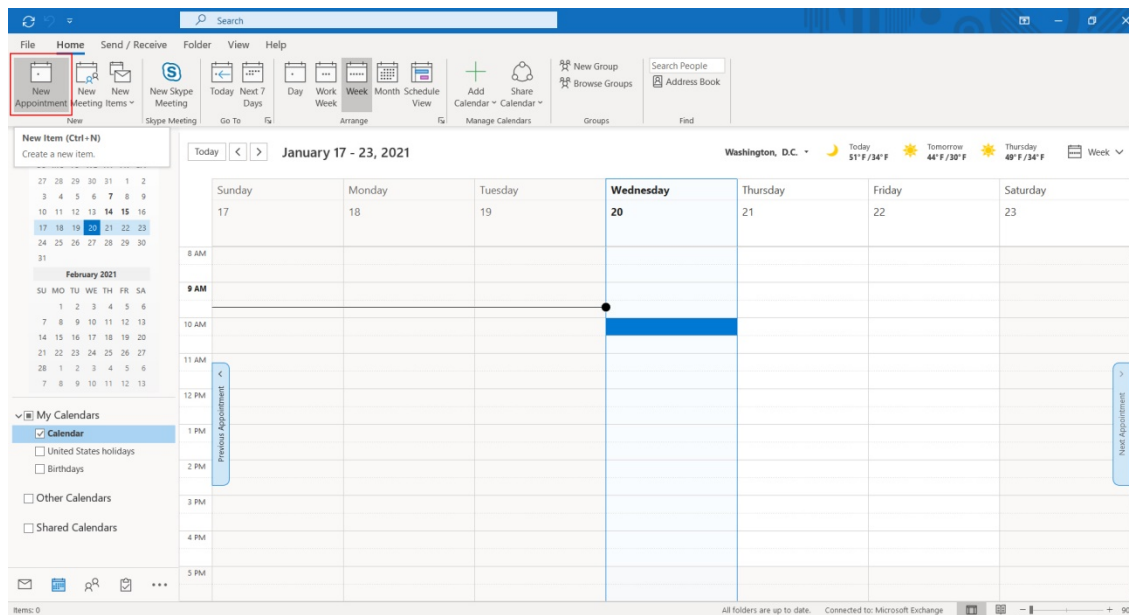
Ensure that the published calendar link (.ics) of the Office E-mail account is configured onto the ScreenBeam receiver in the room. Refer to Section 3.1 **Publish Calendar of an Office 365 Account** and Section 2.3 **Setup Meeting Calendar** for detail.

To schedule a Zoom meeting with the Outlook app, follow this procedure:

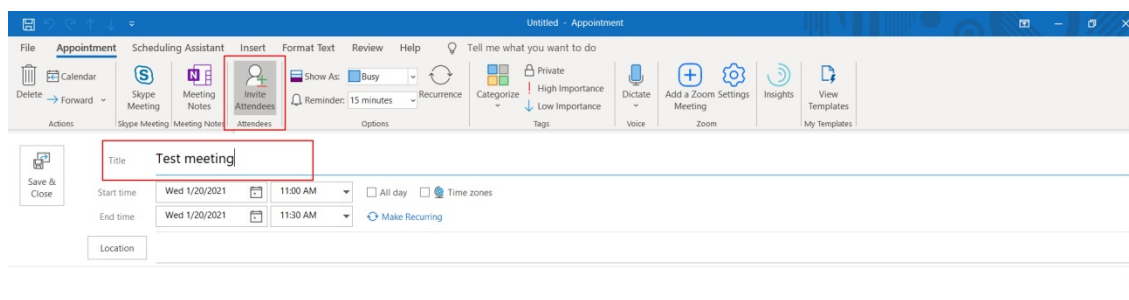
1. Log into the Outlook app.
2. Click the Calendar icon to switch to the Calendar view.



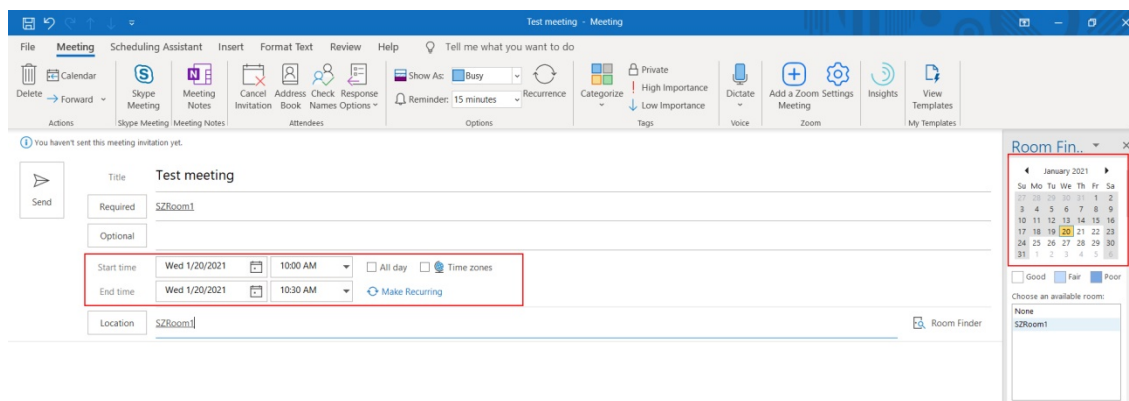
3. On the Calendar window, select **New Appointment** on the **Home** ribbon.



4. The **Appointment** window appears. Type a meeting title in the Title field, and then click the **Invite Attendees** button to show the attendee address fields if you want to invite meeting attendees.

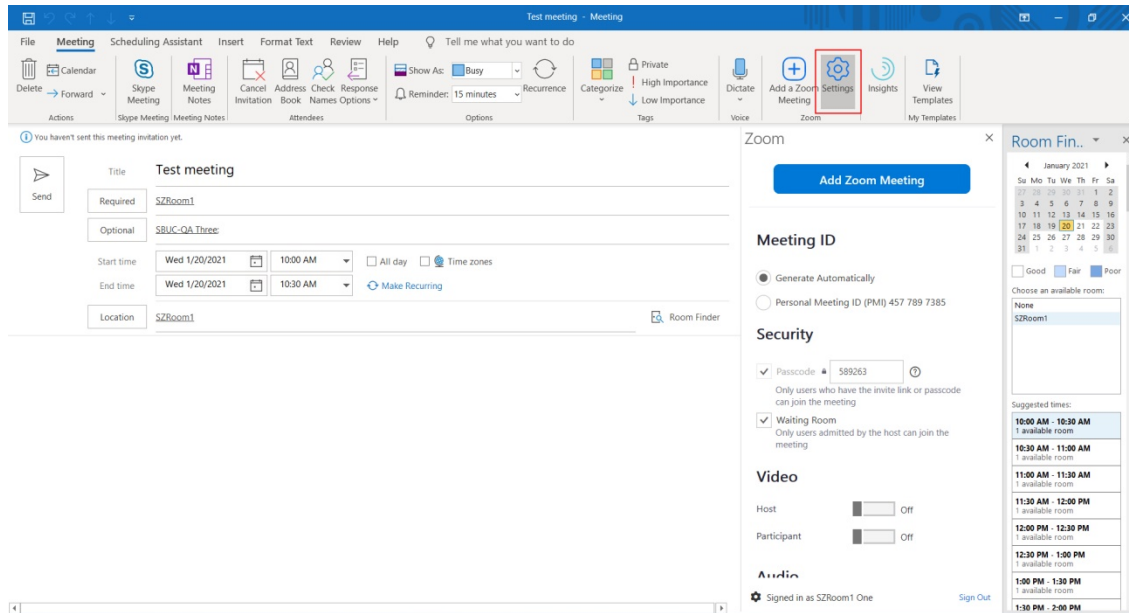


5. Specify a date and a time window for the meeting, and set recurrence if it is needed.

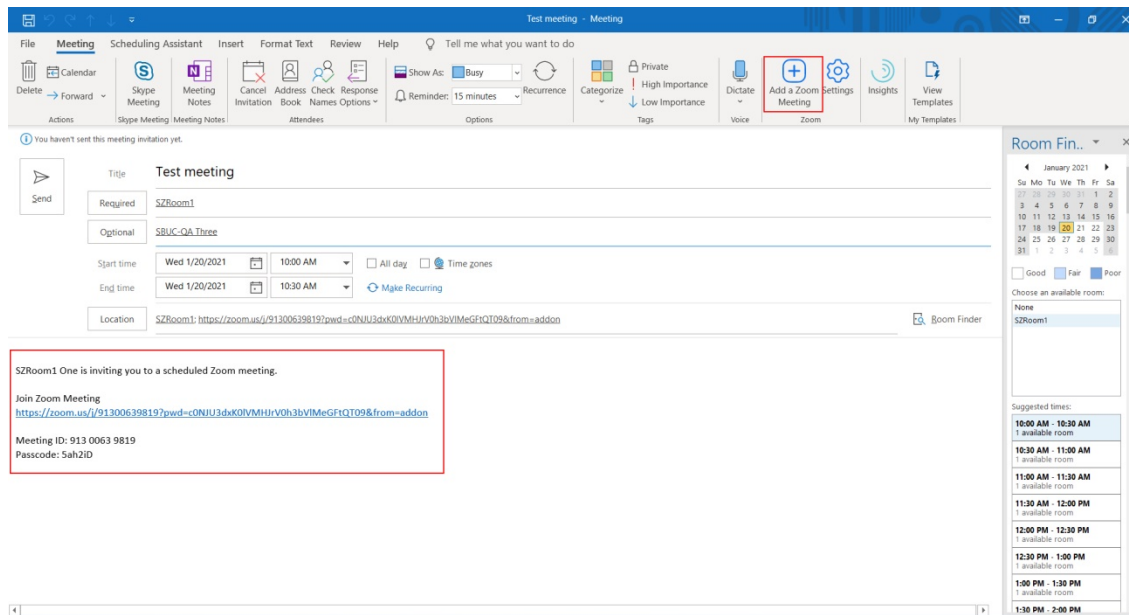


6. Click **Setting** on the **Zoom** add-in field under **Meeting > Zoom** ribbon to show the Zoom

settings and configure Zoom meeting settings. It is required to sign in with a Zoom account.



7. Click the **Add Zoom Meeting** button on the **Zoom** add-in field under **Meeting > Zoom** ribbon to add a Zoom meeting. A Zoom meeting will be added in a few seconds, and a Zoom meeting link, together with Meeting ID and passcode, are created and attached to the meeting appointment.



8. Click **Send** to save and send the Zoom meeting appointment.

Test meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Calendar Delete Forward Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Recurrence Categorize: High Importance Low Importance Dictate Add a Zoom Meeting Settings Insights View Templates

You haven't sent this meeting invitation yet.

Send

Title: **Test meeting**

Required: SZRoom1

Optional: SBUC-QA Three

Start time: Wed 1/20/2021 10:00 AM All day Time zones

End time: Wed 1/20/2021 10:30 AM Make Recurring

Location: SZRoom1: <https://zoom.us/j/91300639819?pwd=c0NlU3dxX0lVMHhVb0h3bVlMeGFlQT09&from=addon> Boom Finder

SZRoom1 One is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/91300639819?pwd=c0NlU3dxX0lVMHhVb0h3bVlMeGFlQT09&from=addon>

Meeting ID: 913 0063 9819
Passcode: 5ah2iD

Room Fin...
January 2021
Su Mo Tu We Th Fr Sa
31 1 2 3 4 5 6
7 8 9 10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
 Good Fair Poor
Choose an available room:
None
SZRoom1
Suggested times:
10:00 AM - 10:30 AM
1 available room
10:30 AM - 11:00 AM
1 available room
11:00 AM - 11:30 AM
1 available room
11:30 AM - 12:00 PM

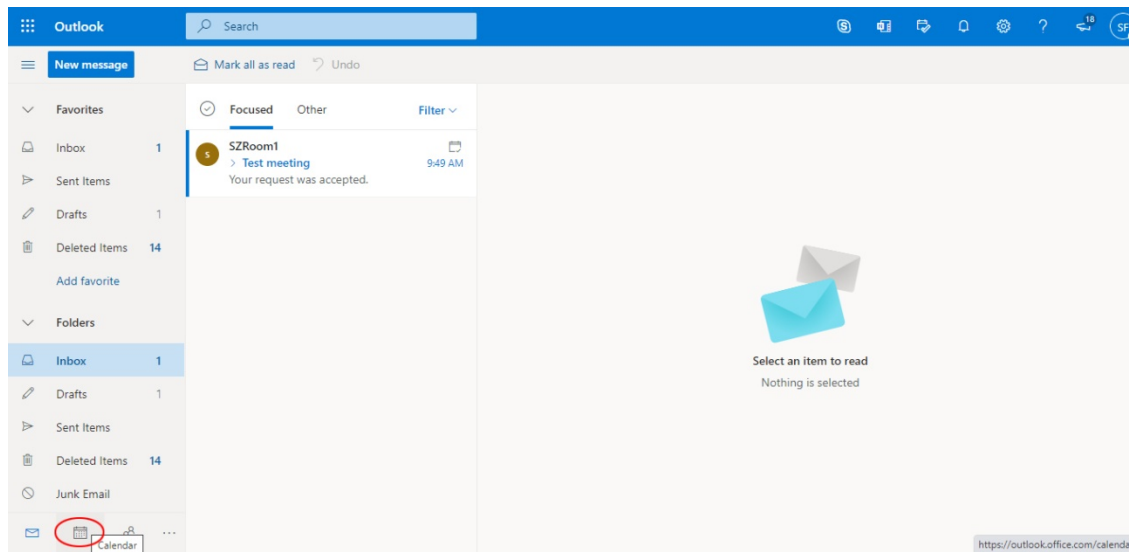
3.3.2 Schedule a Zoom Meeting with Outlook Web

Ensure that **Zoom for Outlook** add-in is added to the user's E-mail account before scheduling a Zoom meeting. Refer to Section 3.2 **Add Zoom for Outlook Add-in to an Outlook E-mail Account** for detail.

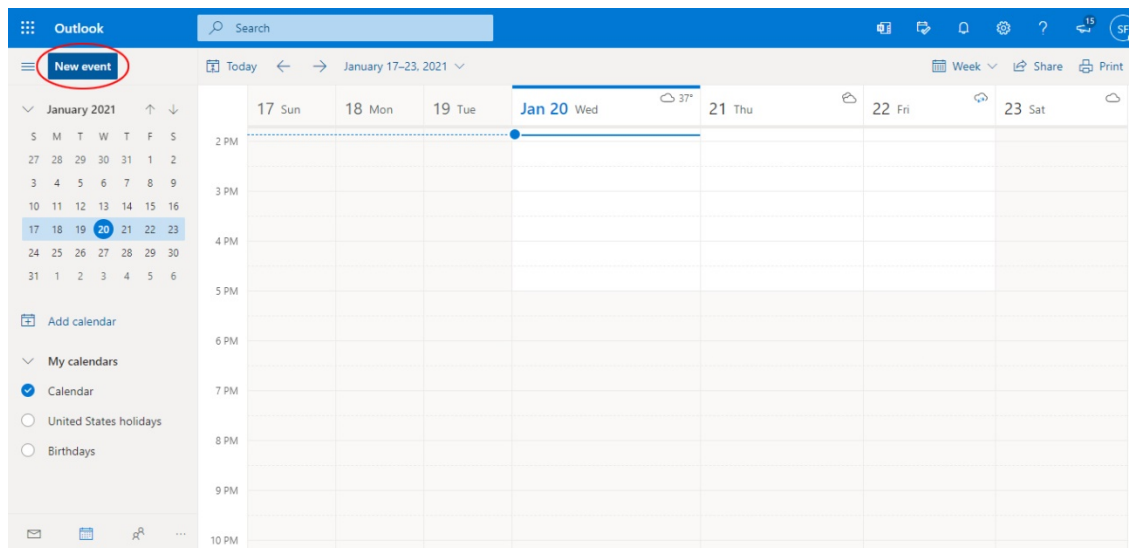
Ensure that the published calendar link (.ics) of the Office E-mail account is configured onto the ScreenBeam receiver in the room. Refer to Section 3.1 **Publish Calendar of an Office 365 Account** and Section 2.3 **Setup Meeting Calendar** for detail.

To schedule a Zoom meeting with Outlook on web, follow this procedure:

1. Log into Outlook on web.
2. Click the **Calendar** icon to switch to the Calendar view.

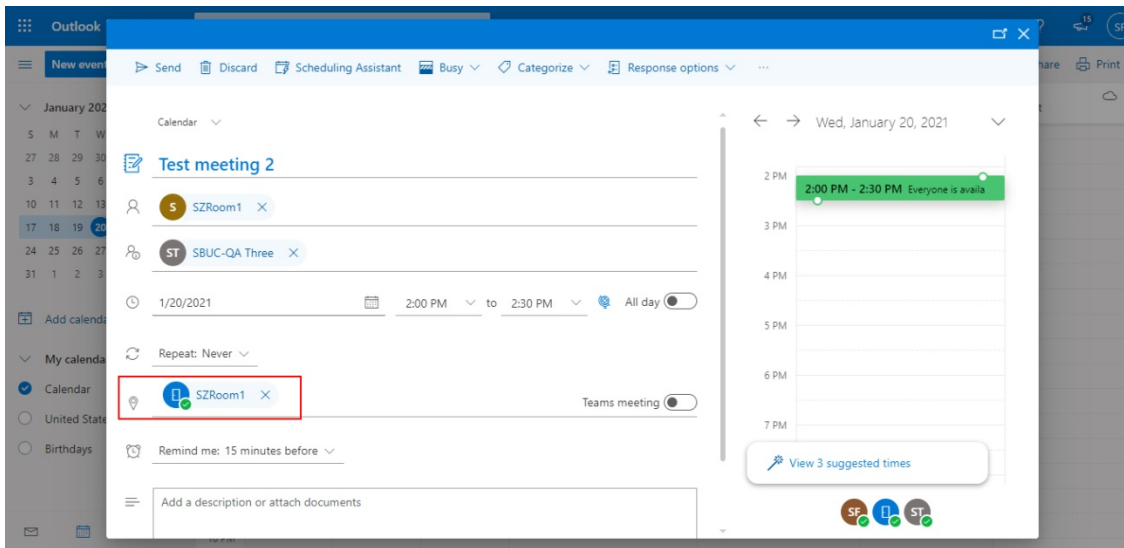


3. On the Calendar window, select **New event** on the upper left corner.

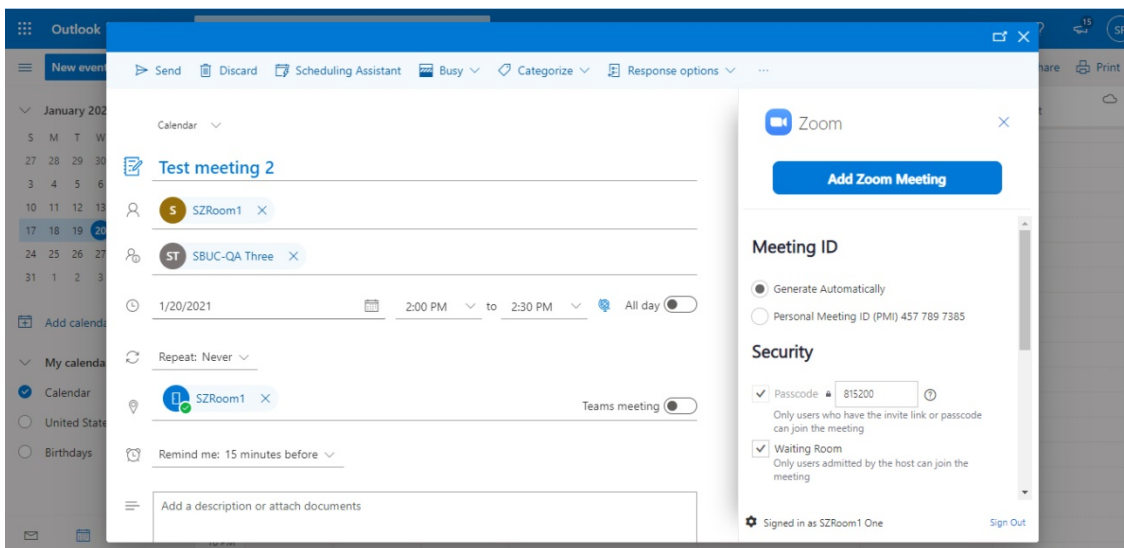
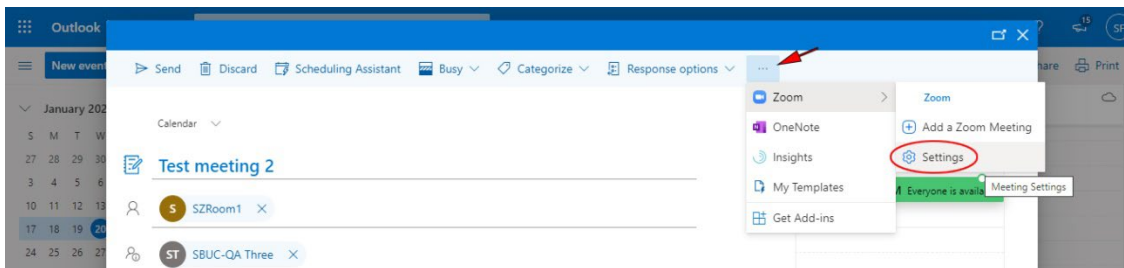


4. The meeting scheduling window appears. Add meeting attendees in the invite attendee

field and configure other meeting parameters, such as adding a title, inviting attendees, specifying a time window, setting a recurrence, reminder.

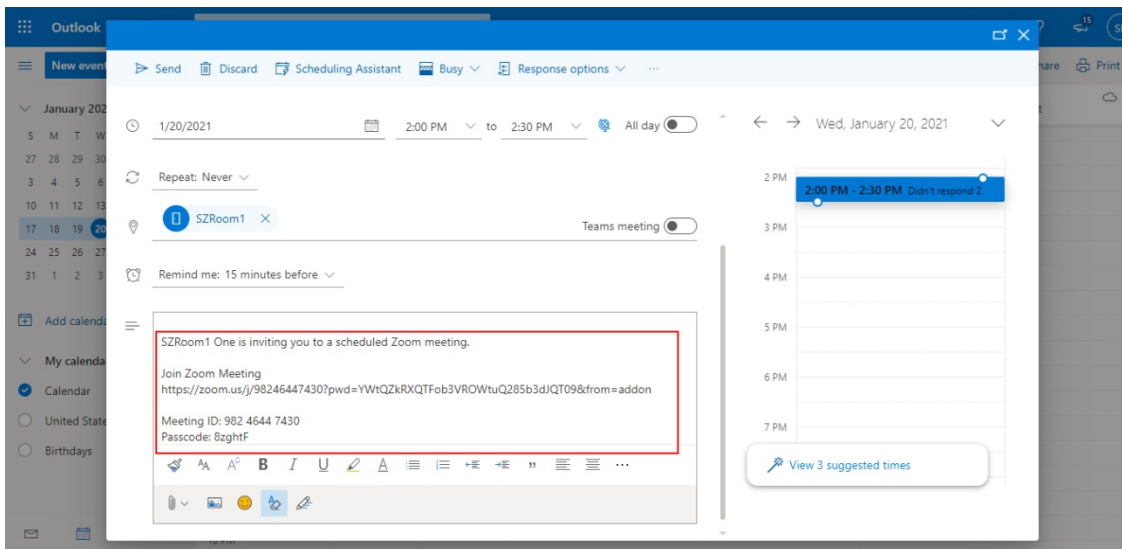
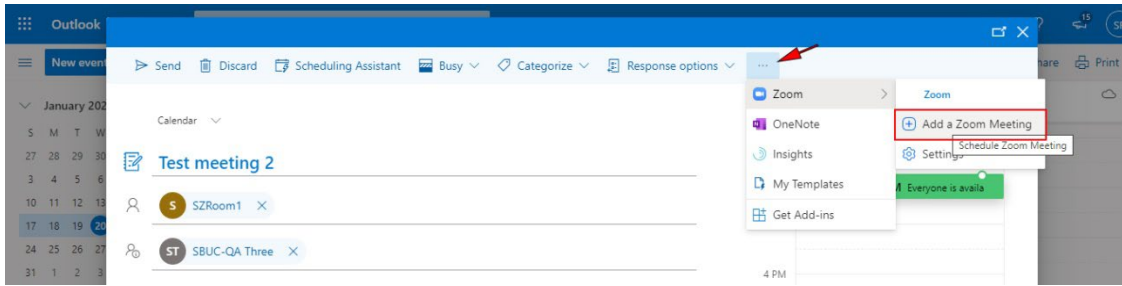


5. Click the **Zoom** add-in icon on the toolbar (or click the three dots first if it is not shown) and then select **Settings** to open Zoom meeting settings, and configure Zoom meeting settings. It is required to sign in with a Zoom account.

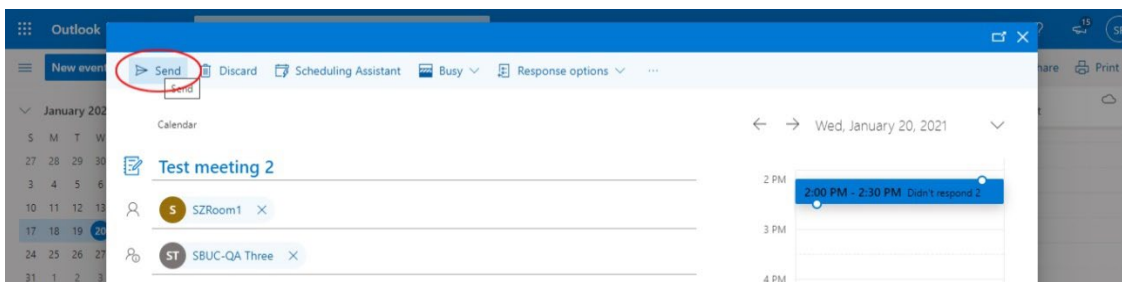


6. Click the **Zoom** add-in icon on the toolbar (or click the three dots first if it is not shown)

and then select **Add a Zoom meeting** to add a Zoom meeting. A Zoom meeting will be added in a few seconds, and a Zoom meeting link, together with Meeting ID and passcode, are created and attached to the meeting appointment.



7. Click **Send** to save and send the Zoom meeting appointment.

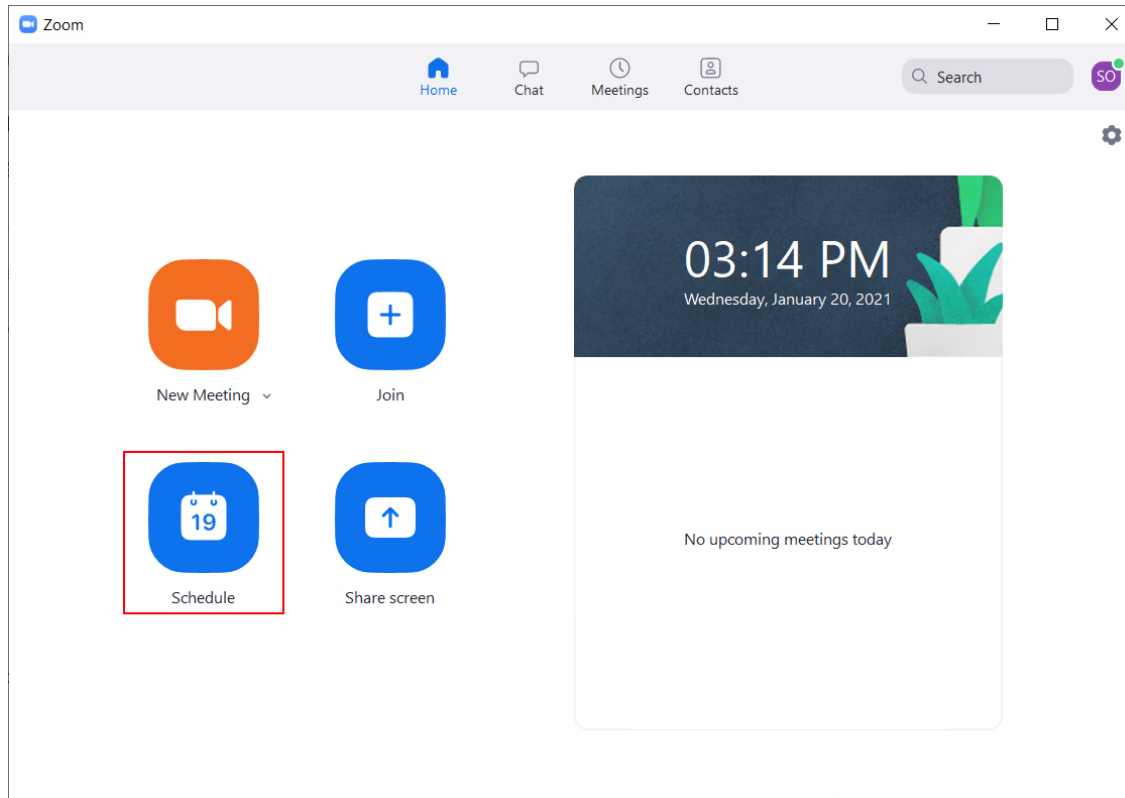


3.3.3 Schedule a Zoom Meeting with Zoom App

Ensure that the published calendar link (.ics) of the Office E-mail account is configured onto the ScreenBeam receiver in the room. Refer to Section 3.1 Publish Calendar of an Office 365 Account and Section 2.3 Setup Meeting Calendar for detail.

To schedule a Zoom meeting with the Zoom app, follow this procedure:

1. Ensure that an Outlook app is installed and a user has signed in.
2. Log into the Zoom app with a Zoom account.
3. In the Zoom's home page, click the **Schedule** button to start a meeting schedule.



4. The **Schedule meeting** window appears. Select **Outlook** in the **Calendar** section and set up other meeting parameters as desired. Click **Save**.

Schedule meeting

Schedule Meeting

Topic

Zoom Meeting test 3

Start: Wed January 20, 2021 04:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Beijing, Shangh...

Meeting ID

Generate Automatically Personal Meeting ID 457 789 7385

Security

Passcode 5itU8n
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Video

Host: On Off Participants: On Off

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

Allow participants to join anytime

Mute participants upon entry

Automatically record meeting on the local computer

Save **Cancel**

5. Zoom will save the meeting schedule in a few seconds and open an Outlook meeting appointment, with the link, ID and passcode of the scheduled Zoom meeting attached.

Zoom Meeting test 3 - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Calendar Delete Forward Skype Meeting Meeting Notes Cancel Address Check Response Invitation Book Names Options Reminders: 15 minutes Recurrence Categorize High Importance Low Importance Private Dictate Add a Zoom Meeting Settings Insights View Templates

You haven't sent this meeting invitation yet.

Send

Title Zoom Meeting test 3

Required

Optional

Start time Wed 1/20/2021 4:00 PM All day Time zones

End time Wed 1/20/2021 4:30 PM Make Recurring

Location <https://zoom.us/j/91746312403?pwd=R0dhTWZxOU1DTlhnZjJlc0UUVjZkZzZz09> Room Finder

SZRoom1 One is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/91746312403?pwd=R0dhTWZxOU1DTlhnZjJlc0UUVjZkZzZz09>

Meeting ID: 917 4631 2403
Passcode: 5HU8n

Room Fin..

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Choose an available room:

None

Suggested times:

3:30 PM - 4:00 PM No conflicts

4:00 PM - 4:30 PM No conflicts

4:30 PM - 5:00 PM No conflicts

6. Add meeting attendees in the attendee fields. Click **Send**.

Zoom Meeting test 3 - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Forward Calendar Skype Meeting Meeting Notes Cancel Address Check Response Invitation Book Names Options Show As: Busy Recurrence Categorize High Importance Low Importance Tags Dictate Add a Zoom Meeting Settings Insights View Templates

Actions: Skype Meeting Meeting Notes Meeting Notes Attendees Options Voice Zoom My Templates

You haven't sent this meeting invitation yet.

Send

Title: Zoom Meeting test 3

Required: SZRoom1

Optional:

Start time: Wed 1/20/2021 4:00 PM All day Time zones

End time: Wed 1/20/2021 4:30 PM Make Recurring

Location: <https://zoom.us/j/91746312403?pwd=R0dhTWZxOU1DTlhnZjlsOUVjZjZzOj09> SZRoom1

SZRoom1 One is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/91746312403?pwd=R0dhTWZxOU1DTlhnZjlsOUVjZjZzOj09>

Meeting ID: 917 4631 2403
Passcode: 5RU8n

Room Fin... January 2021

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Choose an available room:

None

SZRoom1

Suggested times:

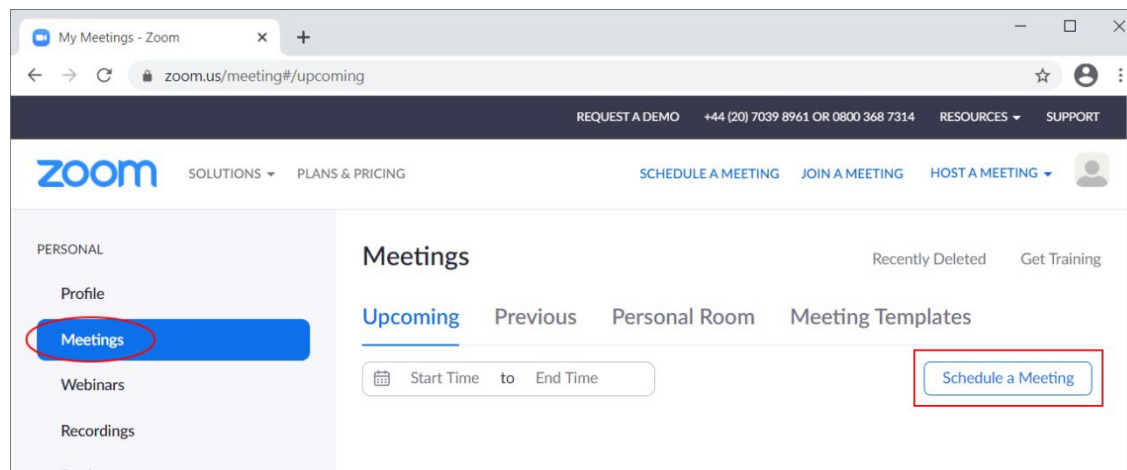
3:30 PM - 4:00 PM	1 available room
4:00 PM - 4:30 PM	1 available room
4:30 PM - 5:00 PM	1 available room

3.3.4 Schedule a Zoom Meeting with Zoom Web

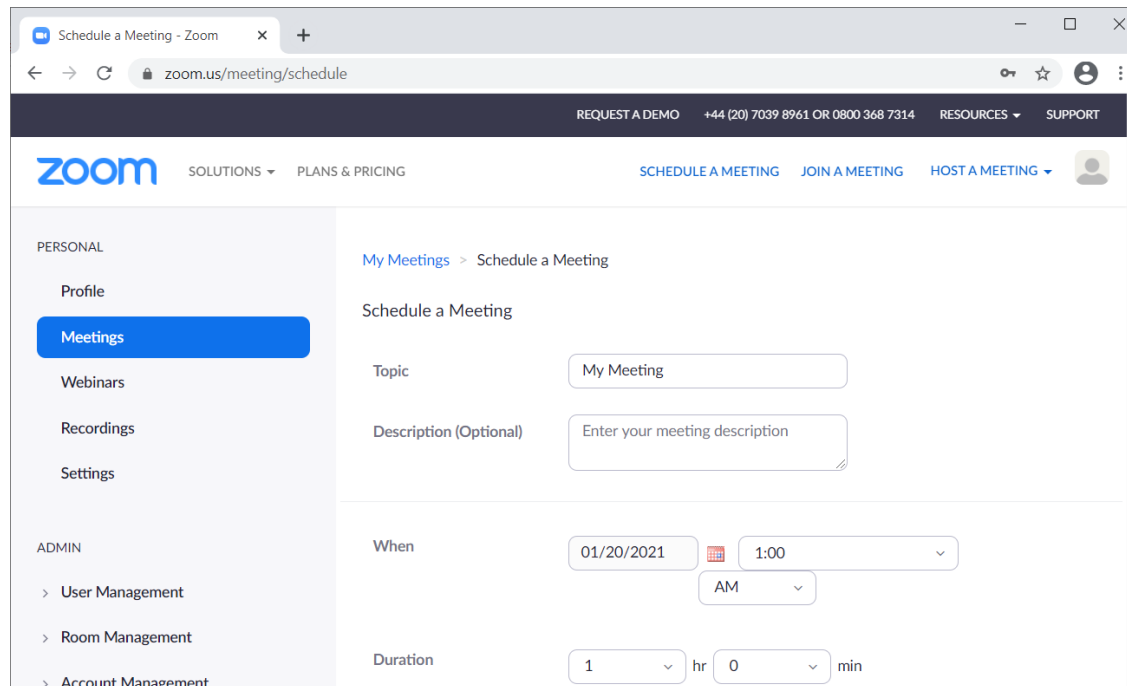
Ensure that the published calendar link (.ics) of the Office E-mail account is configured onto the ScreenBeam receiver in the room. Refer to Section 3.1 Publish Calendar of an Office 365 Account and Section 2.3 Setup Meeting Calendar for detail.

To schedule a Zoom meeting with Zoom on web, follow this procedure:

1. Ensure that an Outlook app is installed and a user has signed in.
2. Sign into Zoom on web (www.zoom.us) with a Zoom account.
3. Select **Meeting** on the user's home page, and then select **Schedule a Meeting** in the **Upcoming** or **Previous** tab page.

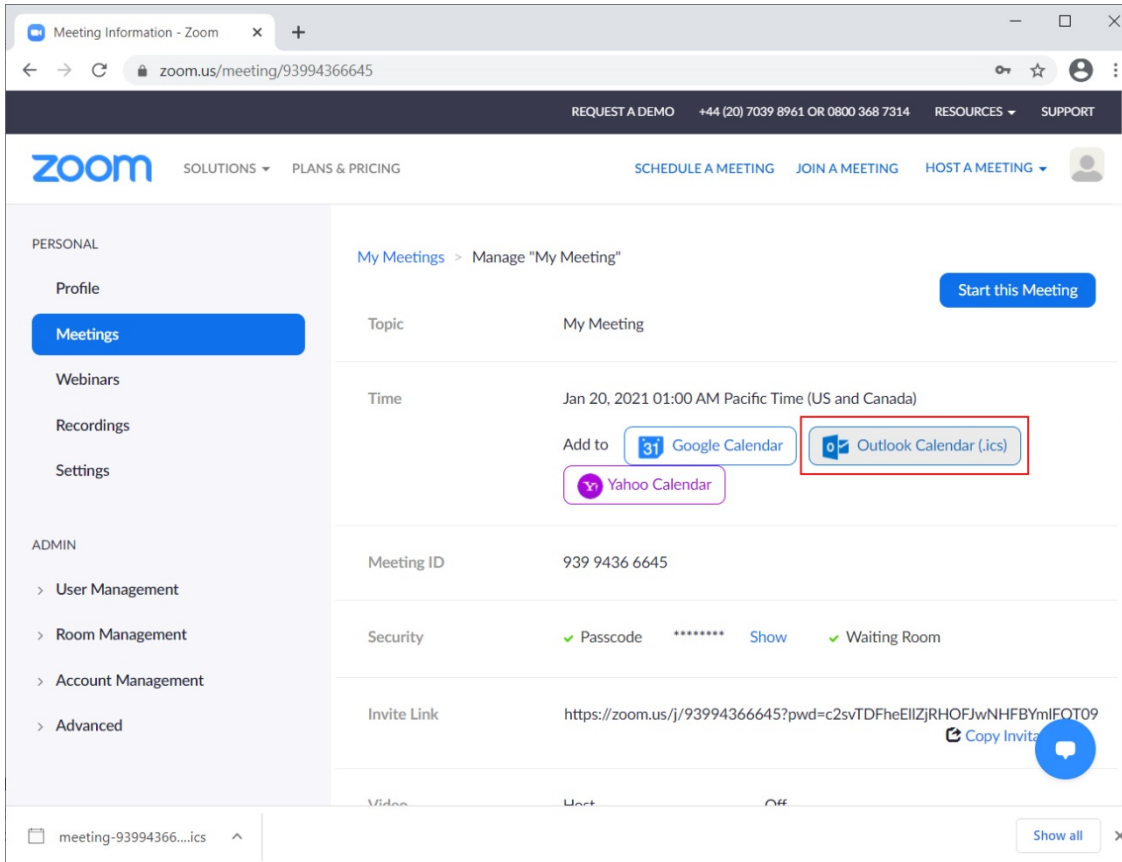


4. The **Schedule a Meeting** page appears. Set up meeting parameters as desired. Click **Save**.



5. Zoom will save the meeting schedule in a few seconds and go to **My Meeting > Manage**

“My Meeting”. Click the Outlook Calendar (ics) button to download the Outlook calendar file.

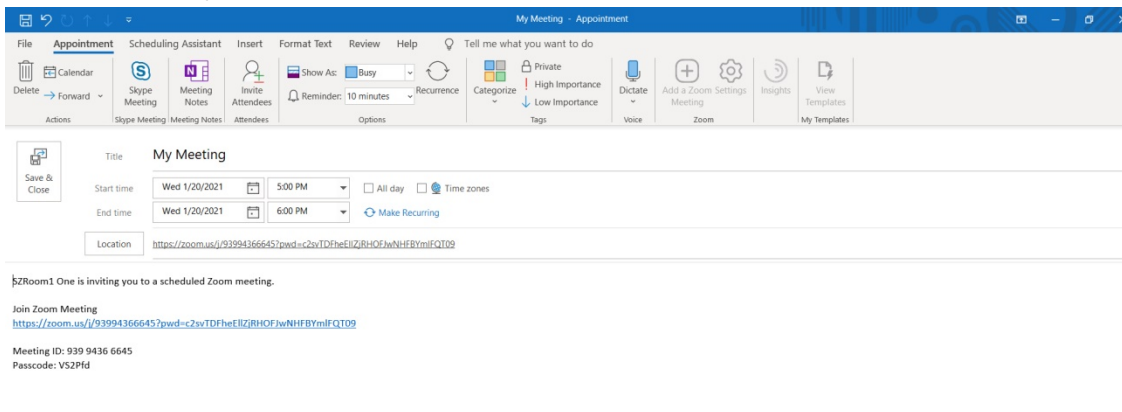


The screenshot shows the Zoom web interface for a meeting titled "My Meeting". The meeting details are as follows:

Topic	My Meeting
Time	Jan 20, 2021 01:00 AM Pacific Time (US and Canada)
Add to	Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
Meeting ID	939 9436 6645
Security	Passcode: ***** Show, Waiting Room
Invite Link	https://zoom.us/j/93994366645?pwd=c2svTDhEElIzRHOFJwNHFBYmJFOT09

The "Outlook Calendar (.ics)" button is highlighted with a red box. A download bar at the bottom shows the file "meeting-93994366...ics" has been downloaded.

6. Double-click the downloaded Outlook calendar file to open an Outlook meeting appointment. The link, ID and passcode of the scheduled Zoom meeting are attached automatically.



The screenshot shows the Microsoft Outlook Appointment window for "My Meeting". The appointment details are as follows:

Title	My Meeting
Start time	Wed 1/20/2021 5:00 PM
End time	Wed 1/20/2021 6:00 PM
Location	https://zoom.us/j/93994366645?pwd=c2svTDhEElIzRHOFJwNHFBYmJFOT09

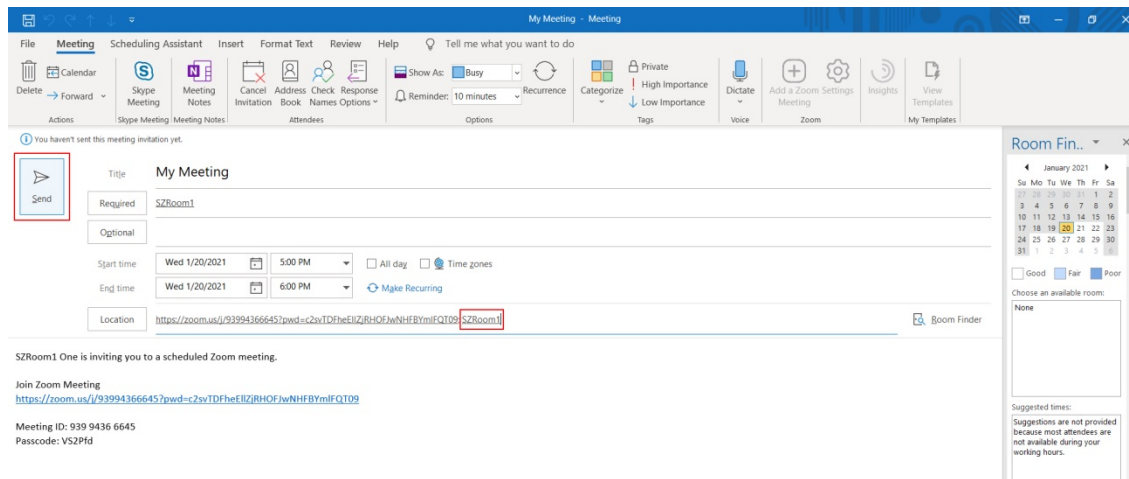
The appointment body contains the following text:

Room1 One is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/93994366645?pwd=c2svTDhEElIzRHOFJwNHFBYmJFOT09>

Meeting ID: 939 9436 6645
Passcode: VS2Pfd

7. Add meeting attendees in the attendee fields. Click **Send**.



Part IV Manage Zoom Meeting

A Zoom Controller web interface is implemented on ScreenBeam receiver to allow users to manage a Zoom meeting. The Zoom Controller will serve to perform all management functions of a Zoom meeting.

4.1 Using the Zoom Controller

To use the Zoom controller web interface on a ScreenBeam receiver, follow this procedure:

1. Ensure that Video conferencing service is enabled, and a Zoom account together with its password is configured on the ScreenBeam receiver.
Refer to **Part II Set up ScreenBeam Receiver** for detail.
2. Ensure that the ScreenBeam is connected to a network with internet access and that an IP address is assigned.
3. The Zoom controller can be accessed with one of the following methods:
 - Scan the QR code on the display to access the Zoom controller.

ScreenBeam 2034

8:29 AM
Wednesday, Jan 20

- Connect to Wi-Fi:
TestAP01_5G
AP-102034
Key: screenbeam
- Project to **ScreenBeam 2034**
 - Windows: Connect with Miracast
 - iOS or macOS: Connect with AirPlay
 - Chrome: Connect with Cast
- To start a video conference, scan with a mobile device



Need help? <https://www.screenbeam.com/help>

Available	
10:00 AM - 10:30 AM	Host unknown Test meeting
02:00 PM - 02:30 PM	Host unknown Test meeting 2
04:00 PM - 04:30 PM	Host unknown Zoom meeting test 3

Ethernet: Unplugged
IP:

Wireless: Connected
IP: 102.168.2.105

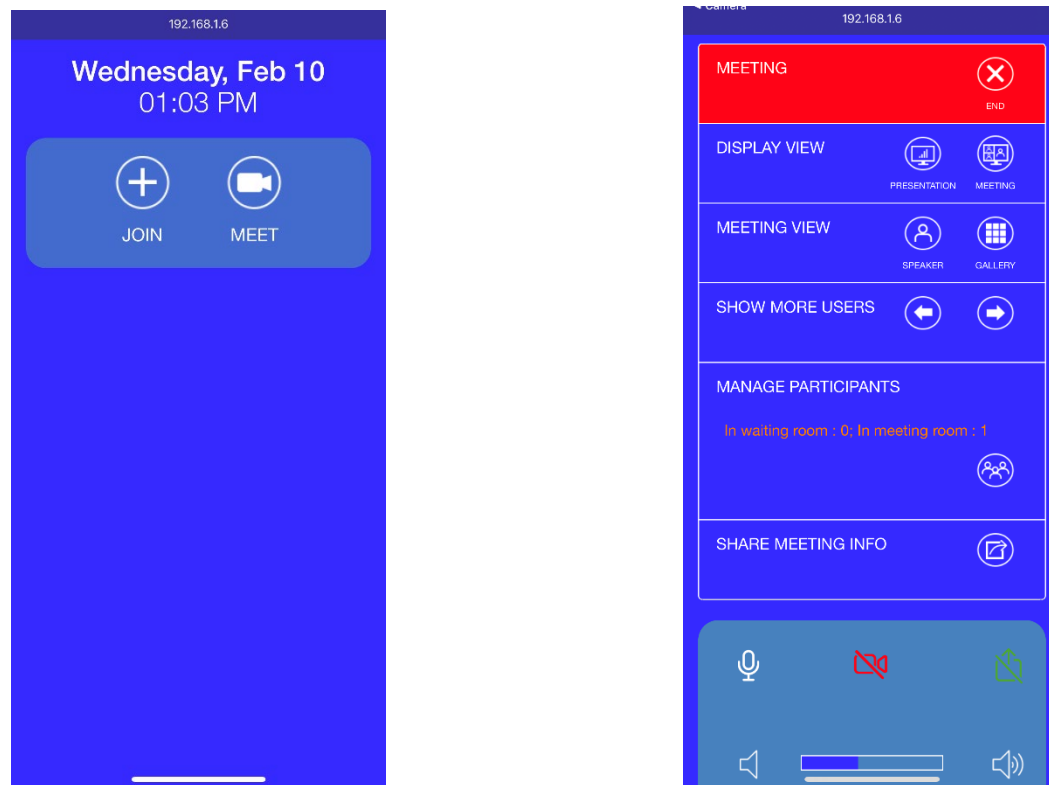
Miracast P2P: AGO
Channel: 36 (US)

Management: LMI
Access: <https://102.168.26.1>

ScreenBeam
11.1.10.0

Note: A QR code scanner is required on the mobile device used as the meeting controller.
Note: A PIN code is required to access the Zoom controller if the **Controller PIN** feature is enabled.

4. The Zoom Controller page will appear in the web browser.



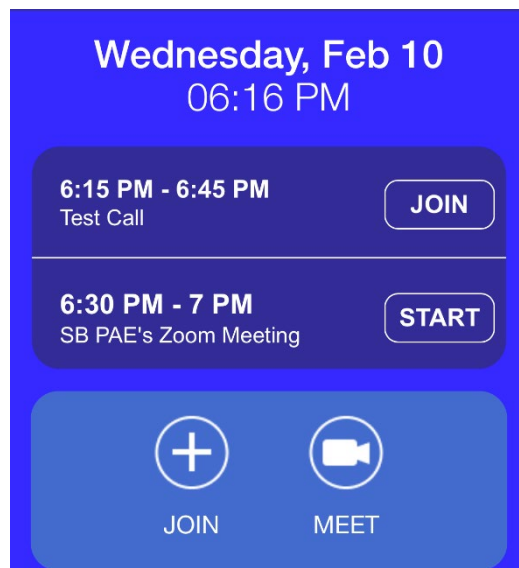
Once a meeting is joined the controller will change to in-meeting controls.

4.2 Host a Zoom Meeting

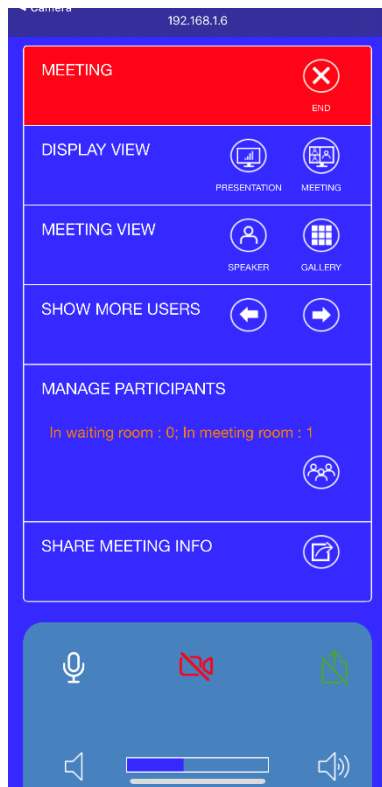
A Zoom controller web interface is implemented on ScreenBeam receiver to allow users to control a Zoom meeting.

To host a meeting using Zoom on ScreenBeam, follow this procedure:

1. Ensure that Video conferencing service is enabled, and a Zoom account together with its password is specified on the ScreenBeam receiver.
Refer to **Part II Set up ScreenBeam Receiver** for detail.
2. Ensure that ScreenBeam receiver is connected to a network with internet access and that an IP address is assigned.
3. Open the Zoom Controller in a web browser.
4. A meeting can be started on-demand or from a scheduled meeting
 - a) **On-Demand** – Click **Meet**
 - b) **Scheduled Meeting** – Click **Start** next to the meeting in the calendar



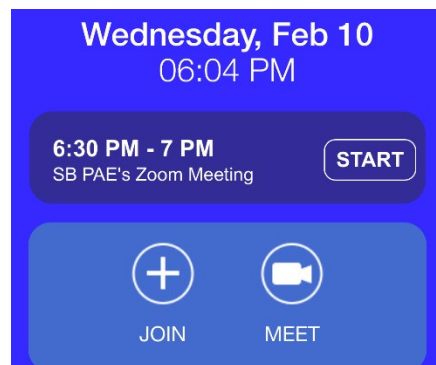
5. A Zoom meeting will be started, with Meeting ID and Passcode displayed on the upper left corner of the room display. The Zoom controller will appear on the mobile device, as shown below.



4.3 Join a Scheduled Zoom Meeting

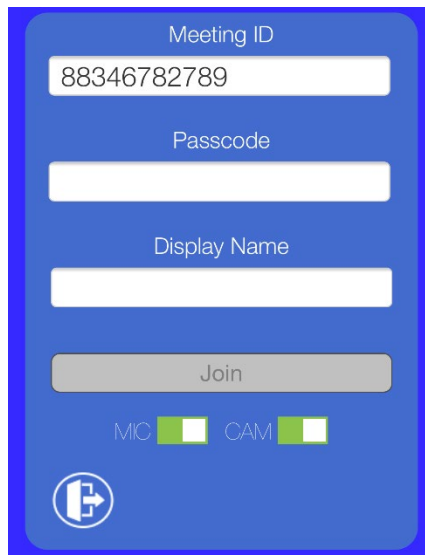
To join a scheduled meeting using Zoom on ScreenBeam, follow this procedure:

1. Ensure that ScreenBeam receiver is connected to a network with internet access and that an IP address is assigned.
2. Ensure that a Zoom meeting is scheduled and the user is invited.
3. Open the Zoom Controller in a web browser.
4. The controller will display up to three upcoming scheduled meetings. Click the **START** button on a schedule meeting. If the Zoom meeting password was embedded into the invite then skip step 5).



5. The Join a Meeting page will appear. The Meeting ID box is auto filled. Enter the meeting passcode in the **Passcode** box and type a name in the **Display Name** box. Set your microphone (MIC) and/or camera (CAM) to on or off. Click **Join**.

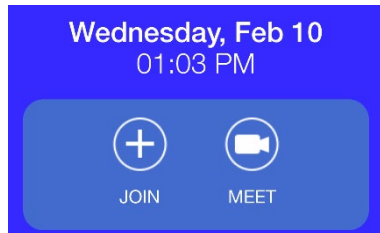
Note: The meeting passcode can be found in the invitation E-mail.



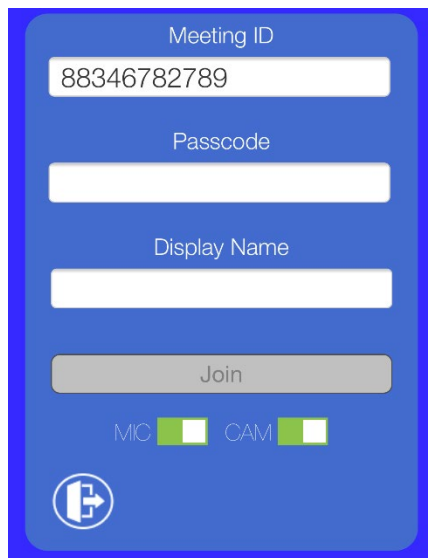
4.4 Join a Zoom Meeting on Demand

To join a meeting on demand using Zoom on ScreenBeam, follow this procedure:

1. Ensure that ScreenBeam receiver is connected to a network with internet access and an IP address is assigned.
2. Ensure that the ID and passcode of a Zoom meeting are obtained.
3. Open the Zoom Controller in a web browser.
4. The controller will appear. Click the **JOIN** button.



5. The Join a Meeting page will appear. Enter the ID and passcode of the Zoom meeting in the **Meeting ID** and **Passcode** boxes respectively and type a name in the **Display Name** box. Set your microphone (MIC) and/or camera (CAM) to on or off. Click **Join**.

A screenshot of the Zoom "Join a Meeting" page. It features a blue background with white text and input fields. The "Meeting ID" field contains the number "88346782789". Below it is an empty "Passcode" field, followed by an empty "Display Name" field. A "Join" button is positioned below the name field. At the bottom, there are two toggle switches: "MIC" (which is turned on, indicated by a green square) and "CAM" (which is turned off, indicated by a white square). A circular icon with a plus sign and a right-pointing arrow is located at the bottom left.

4.5 Control a Zoom Meeting with Zoom Controller

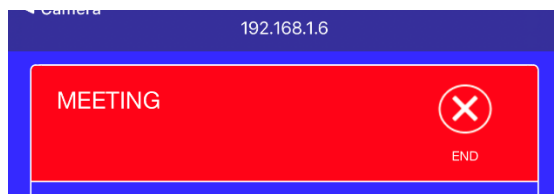
This section introduces control elements of the Zoom controller.

NOTE: Closing the controller window will not end or leave a meeting. This section outlines the procedures.

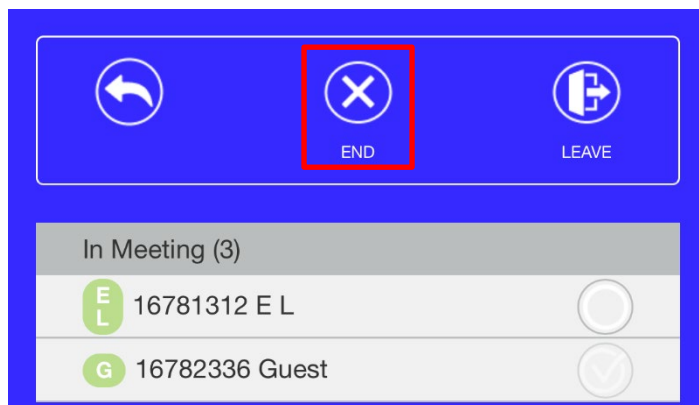
4.5.1 End a Zoom Meeting as a Host

To end a Zoom meeting as a host with the Zoom controller, follow this procedure:

1. Click the **End** button on the MEETING section of the controller page, and the meeting will be ended immediately if there are two participants or less.



If there are three or more participants, the controller page will open the assign a new host page. Click the cross icon to end the meeting.



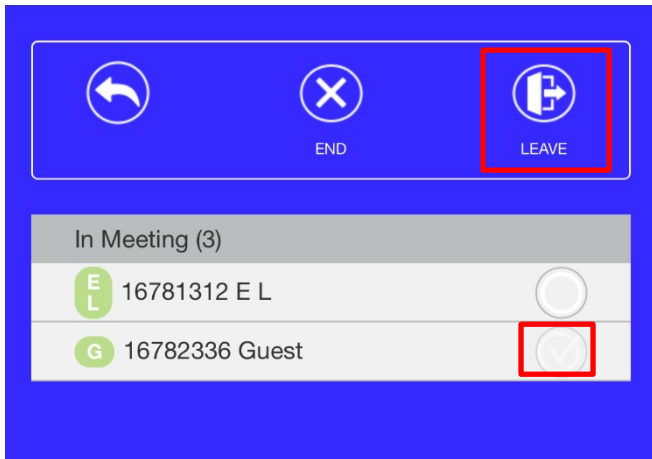
4.5.2 Leave a Zoom Meeting as a Host

If there are three or more participants in the meeting, the host can assign a new host and leave the meeting. To do this, follow the procedure below:

1. Click the **End** button on the MEETING section of the controller page.



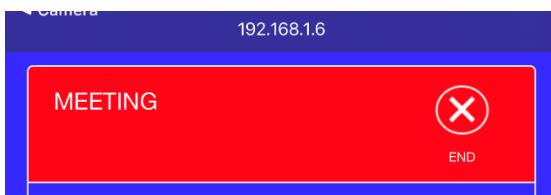
2. The controller will open the assign a new host page. Select a participant in the participant list and then click the Leave icon. You will leave the meeting and the selected participant will be the new host of this meeting.



4.5.3 Leave a Zoom Meeting as a Guest

To leave a meeting as a guest, follow this procedure:

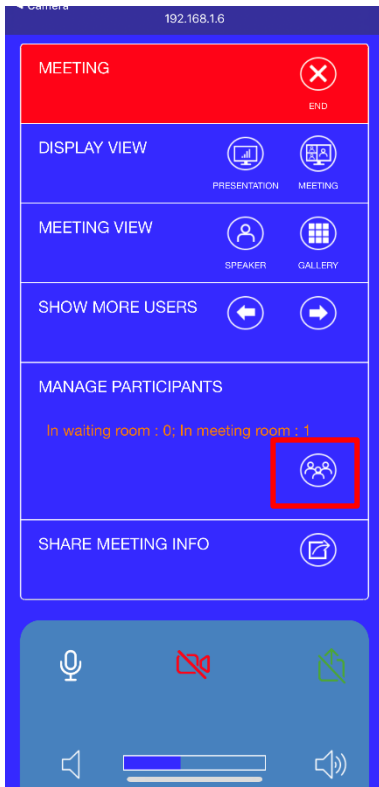
- Click the **LEAVE** button on the MEETING section of the controller page and you will leave the meeting immediately.



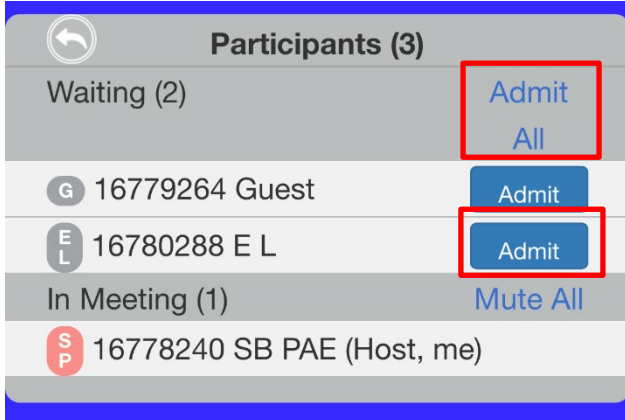
4.5.4 Admit New Participants

If Waiting Room is enabled, new participants to your meeting will go to the Waiting room before admitting to meeting. Follow the procedure below to admit the new participants to the meeting:

1. Ensure that you are in the Zoom controller's home page.
2. Check the **MANAGE PARTICIPANTS** section for new participants. The **In waiting room** line will show the number of new participants in the Waiting Room. Click the Manage Participant button.



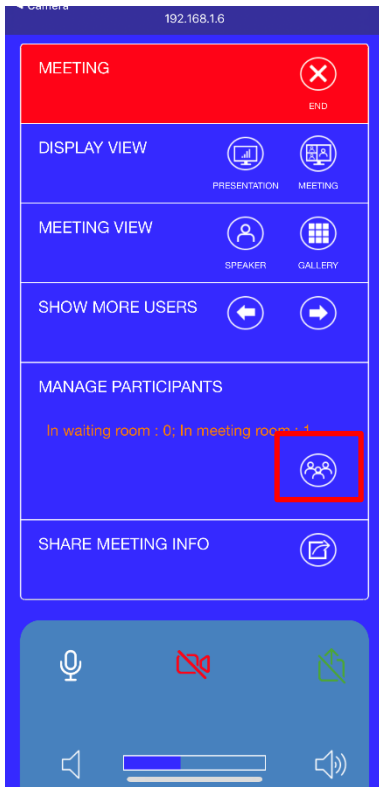
3. The **Participants** page appears. Click **Admit All** to admit all new participants in the Waiting room, or click the **Admit** button to admit new participants one by one.



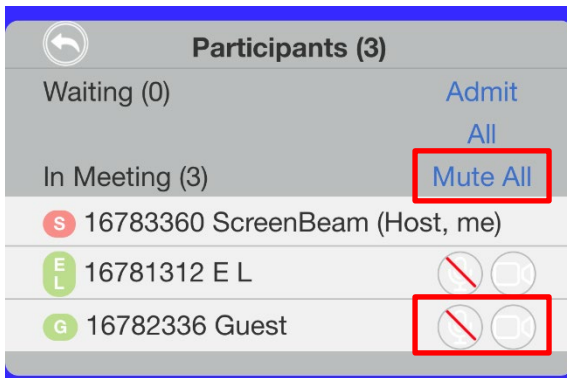
4.5.5 Manage Participant's Microphone and Camera

A meeting host can mute participants and turn off participants' cameras, and invite participants to unmute their microphones and to turn on their cameras. To do these, follow the procedure below:

1. Ensure that you are hosting a Zoom meeting on a ScreenBeam receiver and you are in the controller page.
2. Click the Manage Participant button in the **MANAGE PARTICIPANTS** section.



3. The **Participants** page appears. Click **Mute All** to mute all guest participants, or click the Mic or camera icon to mute an individual guest participant or turn off an individual participant's cameras.

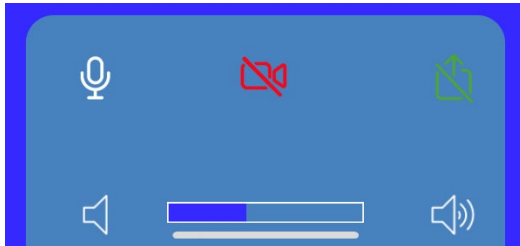


When an individual participant is muted and / or their camera is turned off, the host can click the Mic or camera icon to request the participant to unmute or to turn on their camera.

4.5.6 Control Receiver's Peripherals

The Zoom controller allows users to control the peripherals that are connected to the receiver, such as mic, camera, and speaker.

- Click the Mic icon to mute or unmute the mic;
- Click the camera icon to turn on or off the camera;
- Click the green share button to share the in-room display with all participants and click the button again to end the sharing;
- Drag the volume bar to control the volume of the speaker, or click the speaker icons to toggle the speaker off or on.



4.5.7 Other Control Elements

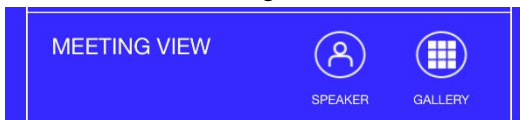
- To switch display view between presentation and meeting, click the PRESENTATION or MEETING button.



Presentation Mode – Displays HDMI input or wireless display content to the in-room screen. This mode is selected automatically when HDMI-IN or a wireless display connection is established.

Meeting Mode – Displays the Zoom meeting with participant's videos shown.

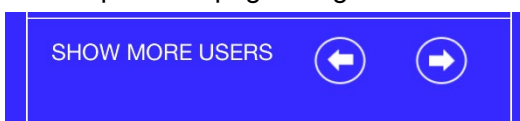
- To switch meeting view, click the SPEAKER or GALLERY button.



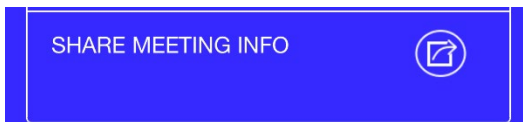
Speaker Mode - The speaking participant will be displayed in full screen while other participants are displayed in thumbnails.

Gallery Mode – Four participants are displayed in quadrants on the screen. If there are more than four other participants, the “Show more users” control (below) can be used to switch pages and show the other participants.

- To scroll across meeting participants, click the left arrow button to show participants on the previous page or right arrow button to show participants on the next page.



- Click the SHARE MEETING INFO button to open the meeting information page.



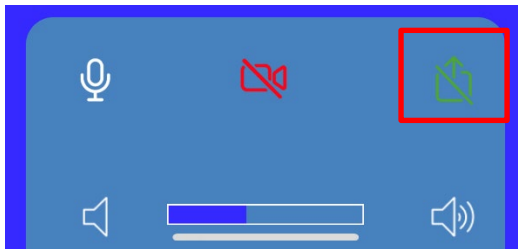
4.6 Share Local Participants' Screens with Remote Participants

ScreenBeam enhances the Unified Communications experience by allowing local participants to share their screen to the in-room display as well as remote participants through the ScreenBeam Zoom connection.

To share local participants' screens with remote participants, follow this procedure:

1. Host or join a Zoom meeting with the ScreenBeam receiver.
2. Connect a local participant's device to the ScreenBeam receiver via Wireless Display or HDMI input.
3. Go to the Zoom Controller page, and click the Screen Sharing button. The content shared by the local participant will be shared with the remote meeting participants.

By default, the ScreenBeam Unified Communications system will automatically share its screen with all participants when a wireless display or HDMI input is connected.

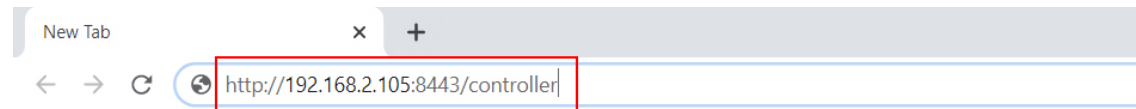


4. The connected display of the ScreenBeam receiver (including audio) will be shared with all meeting participants.

Appendix - FAQ and Known Issues

FAQ

- How do I control the meeting if the controller window is accidentally closed during an active Zoom session?
 - The controller can also be accessed manually through a web browser via this URL: http://receiver_IP:8443/controller, e.g. <http://192.168.2.105:8443/controller>.



Known Issues

- Safari browser 12.x cannot be used to configure the receiver through the LMI. Update Safari to a later version.
- QR code may not show up on “Ready to Connect” screen after enabling Video Conferencing. If this occurs reboot the receiver.
- Scheduled reoccurring meetings will only show the first instance of the series.
- In Multi-view, when attempting to start a new wireless display connection, the receiver may display a frozen screen if an Airplay connection was made before or during the previous Zoom session. If this occurs reboot the receiver.