Configuring Remote Media Systems For Zoom Sessions
STEP 1

- Log into the computer, using your Net ID and Password.
STEP 2

• Launch content (i.e. PowerPoint) you wish to project or screen share over Zoom.
STEP 3

- Launch Zoom by double clicking on the icon. Then click “Sign In”.
STEP 4

• Choose “Sign In with SSO”. Then type “stonybrook” in the box that says “.zoom.us”
STEP 5

• Log in using your Net ID and Password. Start your Zoom call.
STEP 6

- Click on the up arrow on the microphone icon, located at the bottom left of the Zoom call. Make sure that “Logitech MeetUp Speakerphone” is selected.
STEP 7

- Located directly below the microphone selection is the speaker selection. Under “Select a Speaker”, make sure that “Crestron” or “Speaker/Headphones” is selected.
STEP 8

• Click on the up arrow on the video icon, located at the bottom left of the Zoom call. For the instructor’s camera select “BCC950 Conference Cam”.

![Image of video icon and screen capture of camera selection]

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STEP 9

• For the audience camera, select “Logitech MeetUp”.

![Select a Camera (Alt+N to switch)
BCC950 ConferenceCam
✓ Logitech MeetUp
Choose Virtual Background
Video Settings...
Stop Video Security Participants Chat](image)
STEP 10

• To share your screen with the Zoom call, click on the Green “Share Screen” icon located on the bottom of the Zoom call. Select which screen you want to share with the call. Then click “Share”.

[Image]
STEP 11

• You must drag each Zoom window over from Monitor 1 to Monitor 3 each class session. Your preferences with the microphone, speaker and camera will remain after the 1st time they are set.
STEP 12

- You cannot use “Presenter’s View” while in a Zoom call. To turn it off, click on “Slide Show” Then click on the “Monitor” drop down menu and select “Primary Monitor”.

![PowerPoint screenshot showing how to change the monitor for Slide Show mode.]
STEP 13

• Next, uncheck the “Presenter View” box. Your preferences will remain after the 1\textsuperscript{st} time they are set.
STEP 14

• To annotate on your slides, simply start the slide show. Then move the mouse to the bottom left of the slide. A menu will pop up.
STEP 15

- Select the pen icon and what color ink you would like. You may use your finger or the stylus to write. The stylus is located under Monitor 1. The annotations will remain on the slide until erased.
STEP 16

• If you need additional assistance, please contact our support office at (631) 632 – 9400.