SOP – MCS – B51

Starting the System:
- Turn on the display with the Panasonic remote control
- From here, you can connect your device to the screen using the HMDI cord or using AirMedia
    - To use HDMI, use the remote to select HDMI 2, and for AirMedia, select HDMI 1
- If you intend to connect Zoom to the display, you will need to connect the USB as well **(this cord is very delicate, be careful while handling)**
- Once you are connected, you should be able to conduct a Zoom meeting as usual
    - The camera will auto-adjust as someone speaks
- If your Zoom call will last for a substantial amount of time, it is highly recommended connecting your computer to an ethernet cable
- Please note the following:

> How to Avoid the Zoom Meeting Attendees Getting the Black Screen Instead of Shared Content When Hosting with a Mac
> *This is a known issue by Zoom for mac users.
> – Share the specific program you are using (e.g. PowerPoint, Firefox). Do not share your entire screen.
> – Zoom encourages Mac users to use Wi-fi, not a hard-wired internet connection.
> – Also, you can 'Use Presenter View' under 'Slideshow' in PowerPoint. This can prevent the black screen problem.

- There is also a Cisco conference call system in the room that can be used with the following instructions:

When externally trying to call in:
Our conference bridge phone number is **617-353-1209**. In order to get connected, simply dial the full phone number and wait until the call is answered. Please do not hang up at any point in the call or you will be disconnected.
When internally trying a call:
1. First, plug the telephone plugs into the active data port in the seminar room
2. Then, open the bridge. Our conference bridge phone number is **617-353-1209**. We then dial in the last 5 digits of the phone number (31209). The phone will continue to ring until external callers dial in.

3. External callers then dial in the full phone number until all members joining are on the call. * Please note not to hang up the call. If so, all external members will be disconnected.