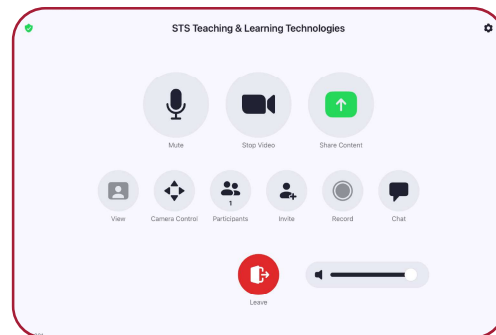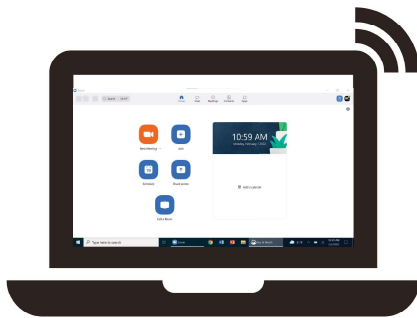# HOW TO
PAIR YOUR LAPTOP TO CONTROL THE ROOM

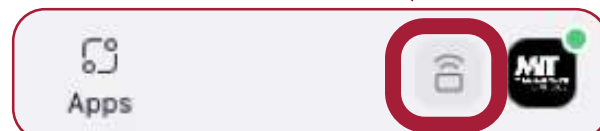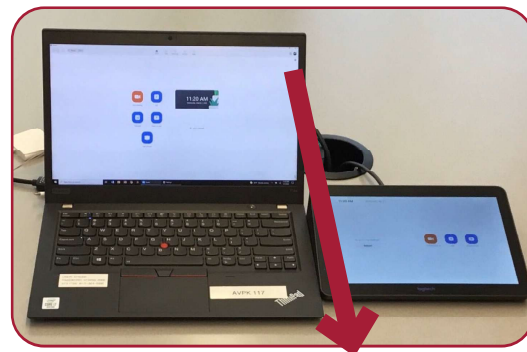**IN MIT SLOAN ZOOM ROOM POWERED SPACES WITH A CONFERENCING BAR**

About This Guide

This guide shows you how to wirelessly pair your computer with the Zoom Room here. Once connected, you can join the room to meetings, access meeting controls, and participate using features like chat from your laptop.

1 OPTION 1: AUTOMATIC PAIRING

Place your laptop close to the Zoom Room Controller. Launch Zoom on your laptop and click on the Pairing Icon 🖥️ in the top right. It should connect automatically.

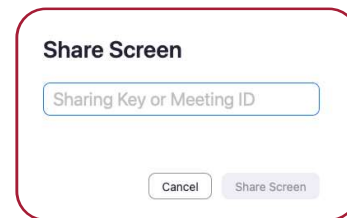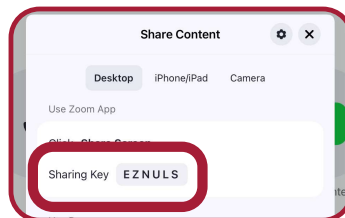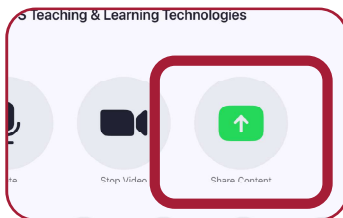# 1 OPTION 2: MANUAL PAIRING OUTSIDE OF A MEETING

If it does not start automatically, you will need the room's **Sharing Key**. If you are not in a meeting, this can be found in the top right of the display.

8:53 AM   Sharing Key H J S L F D

MANAGEMENT
SLOAN SCHOOL

Share Screen

Sharing Key or Meeting ID

Cancel   Share Screen
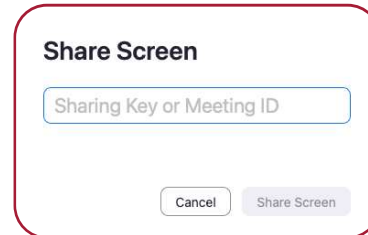
# 1 OPTION 3: MANUAL PAIRING INSIDE OF A MEETING

If you are in a meeting, use the touchpanel on the table or on the wall to find the **Sharing Key** by pressing the green **Share Content** button. On your laptop, enter in the **Sharing Key** into the **Share Screen** dialog.

Teaching & Learning Technologies

Stop Video   Share Content

Share Content   ⚙ ✕

Desktop   iPhone/iPad   Camera

Use Zoom App

Sharing Key E Z N U L S

Share Screen

Sharing Key or Meeting ID

Cancel   Share Screen

2 START OR JOIN A MEETING

On your laptop, connect the room to a meeting using the Zoom app. You can use the **New Meeting** and **Join** buttons. You can also click on **Meetings** in the top center to start or join any meeting listed there. When you are prompted, choose **Start from Room**.

Would you like to

Start from Room

Start from My Computer
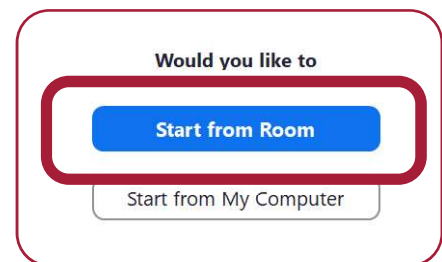
3 USE THE MEETING CONTROLS

Once inside the meeting you will have access to many of the features you would find in a regular meeting. Now, your laptop is acting on behalf of the room system with your Zoom interface.

Mute   Stop Video   Security   Participants 1   Chat   Share Screen   Polls   Record   Reactions   Apps   More   End