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## Zoom BYOD Quick Reference Guide

When scheduling a MEETING in any CONFERENCE ROOM, the ROOM must be INCLUDED as an ATTENDEE & as the LOCATION to ensure the room is RESERVED for the MEETING DURATION.

**BYOD = Bring Your Own Device** (Laptop) to Host the Meeting

| | |
|---|---|
| USB |  |
| HDMI |  |

| | | |
|---|---|---|
| 📷 | **CAMERA** | **Room System** |
| 🎤 | **MIC** | **Room System** |
| 🔊 | **SPEAKER** | **Room System** |

USE ROOM SYSTEM
Plug in via the USB (Blue) and HDMI (Orange) to use the room's peripherals. Once the meeting has been started on the device, select the room CAMERA, MICROPHONE, and SPEAKERS using the audio & video settings within Zoom – select the UP (^) arrow next to MUTE to adjust audio settings and the UP (^) arrow next to STOP/START VIDEO to adjust video settings.

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