



Zoom Room -DTEN D7

Main Menu Buttons:



1. Sharing Key: Use this code to display content on the screen from your laptop or mobile device. See the Sharing Content for more information.
2. Meet: Start a Zoom meeting.
3. Join: Join a Zoom meeting.
4. Phone: Make an audio phone call. This is a paid feature that FDL does not use
5. Whiteboard: Start a whiteboard session. See the Whiteboarding section for more details.
6. Share Content: Start a screen-sharing session from your Laptop through the Zoom Client
7. App. More information about this can be found in the Sharing Content section.
8. Contacts: Display the Zoom contact list.
9. Meeting List: A list of upcoming scheduled meetings.

On the 55-inch units:

There are also four buttons behind the monitor, on the right side. The buttons going from the top to bottom are; Volume Up, Volume Down, Menu and Power.

On the 75-inch units:

There are also two buttons behind the monitor, on the left side. The buttons going from the top to the bottom are: Menu and Power.



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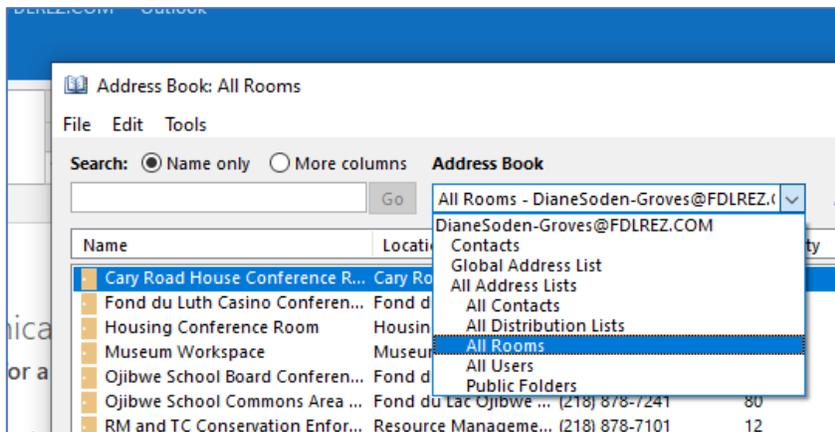
Schedule Meetings: Licensed User

Zoom Room meetings can be scheduled on the DTEN by using the Zoom Plugin for Microsoft Outlook. This plugin can be downloaded and installed from <https://zoom.us/download>.

The steps for scheduling meetings with the Zoom plugin are:

1. Open the Outlook application on your computer.
2. Select the “Schedule a Meeting” button on the Outlook toolbar, towards the top of the window.
3. Select the options you’d like configured for the meeting. It’s alright to use the default options if you’re unsure what to select. Select Continue to save your meeting settings.
4. Select the To... button in the Outlook appointment window, choose your Zoom Room from the address book, any other attendees and don’t forget to book the room.

Here is an example- Go to the Global Address book and select All Rooms.





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Then you would select both the Accounting Conference Room and the Zoom Accounting Conference Room. One is the physical room and the other is the Zoom DTEN equipment.

Name	Location	Business
Cary Road House Conference Room	Cary Road Farm	
Fond du Luth Casino Conference R...	Fond du Luth Casino	(218) 720-
Housing Conference Room	Housing Department	(218) 878-
Museum Workspace	Museum	(218) 878-
Ojibwe School Board Conference R...	Fond du Lac Ojibwe ...	(218) 878-
Ojibwe School Commons Area Roo...	Fond du Lac Ojibwe ...	(218) 878-
RM and TC Conservation Enforcem...	Resource Managem...	(218) 878-
RM and TC Forestry Briefing Room ...	Resource Managem...	(218) 878-
Tribal Center Accounting Conferen...	Tribal Center	(218) 878-
Tribal Center Community Room 1420	Tribal Center	(218) 878-
Tribal Center ENP Room 1420	Tribal Center	(218) 878-
Tribal Center Enterprise Conferenc...	Tribal Center	(218) 878-
Tribal Center Executive Director Co...	Tribal Center	(218) 878-
Tribal Center Human Resources Co...	Tribal Center	(218) 878-
Tribal Center Library Classroom 1410	Tribal Center	(218) 878-
Tribal Center Library Conference Ro...	Tribal Center	(218) 878-
Tribal Center MIS Conference Room	Tribal Center	(218) 878-
Tribal Center Planning Conference ...	Tribal Center	(218) 878-
Tribal Center Training Room S2500	Tribal Center	(218) 878-
Zoom Accounting Conference Room	Tribal Center Accoun...	

Once the meeting has been sent, your meeting should appear in the Meeting List on the DTEN display.

Schedule Meetings: Non-licensed User

If you are a non-licensed user you can still have a meeting in a conference room using the Zoom DTEN equipment.

Book the physical room in Outlook by creating a meeting and add the room as one of the attendees as you would with any other meeting.

On the DTEN display click on 'Meet.' This will start an instant meeting. Once the meeting is started follow the below steps to invite your attendees.

Select: The three dots to the right of Whiteboard.





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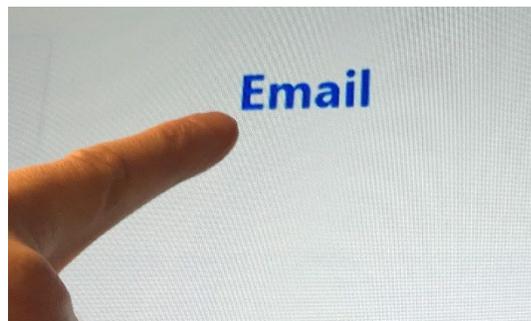
Select: Mange Participants



Select: Invite



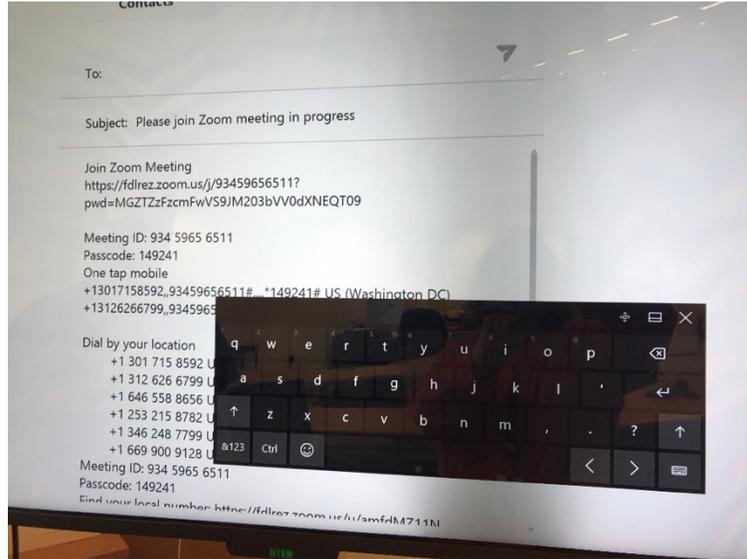
Select: Email





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The onscreen keyboard will appear, so that you can type in the email address(s) of the attendee(s) you want to invite. You will have to type in the entire address manually.



Click on the paper airplane and the invite will be sent out.



Note: More Details about the Zoom Client and Outlook plugin and other Zoom information can be found at the Zoom.us help site. <https://support.zoom.us/hc/en-us>

Sharing Content:

The DTEN is capable of sharing content from any laptop or mobile device by using the Zoom Client. This can be used for displaying content (PDF's, Word, PowerPoints) on the DTEN screen, as well sharing that content with your meeting participants.

The Zoom Client and the Zoom Client Plugin for Sharing iPhone/iPad can be downloaded from <https://zoom.us/download>.

The steps for sharing content on the DTEN with the Zoom Client are:

1. Open the Zoom Client from your laptop or mobile device
2. Select the Share Screen button.
3. Enter the Sharing Key and select Share. The Sharing Key can be found on the DTEN display at the top right portion of the screen.



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White Board:

The DTEN is built with a large touchscreen monitor, which can also function as a digital whiteboard. This whiteboard can be used to illustrate idea's that can be saved and shared with your meeting participants. Touch the Whiteboard button on the DTEN display to get started.

Below is an image of the options available within the whiteboard, along with a short description of their function:



Close: Close the whiteboard and return to the home screen.

Moon Icon: Change the background of the whiteboard to black.

Save Icon: Email the whiteboard as an image.

Add Page Icon: Add a new whiteboard page. After adding a page, you will see an icon showing the number of pages. Tap the icon to see, view, and delete pages.

Drawing Tools: Colors (black, red, yellow, green, blue), eraser, pen, undo, and trash

New Share: Start screen sharing. You will be able to access the drawing tools after starting the screen share.

Start Meeting: Create a meeting and share the whiteboard with the participants.

Note: Only use the DTEN pen to draw on this monitor. Using other pens may not work correctly, and could scratch or damage the display. The DTEN pen will be in the conference room, or magnetically attach to the side of the DTEN display.

Cleaning:

Below are some examples of cleaning products that are safe for use to clean DTEN touch display systems.

Safe for use:

- Cleaning wipes designed specifically for use with electronic equipment (including Windex screen cleaner wipes, 3M electronic equipment cleaning wipes, etc.)
- Clorox Disinfecting Wipes
- Lanza Disinfectant Wipes
- Shieldme antibacterial cleaning wipes
- Zeiss lens wipes
- Soft, dry microfiber cleaning cloths



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Not safe for use:

- Household cleaners (including Windex, Formula 409, Kaboom, Oxyclean, etc.)
- Alcohol
- Vinegar
- Aerosol or spray
- Industrial kitchen cleaning products
- Liquid cleaners of any kind

Troubleshooting:

- 1) Nothing is being displayed on the DTEN screen. All I see is a black screen.
 - a. The monitor goes to sleep when it's not being used. Simply tap on the touchscreen to wake up the display.
- 2) How can I tell if the DTEN is powered on?
 - a. The DTEN is set to automatically power on every morning, and power off every night. As long as the DTEN is left plugged into a power outlet, it should power on/off automatically.
- 3) The sound coming from the DTEN is too quiet.
 - a. The volume can be turned up using the buttons behind the monitor, on the right side. There will be four buttons on the back. The buttons top to bottom are Volume Up, Volume Down, Menu, and Power.