How to host a hybrid presentation in Cisco system tablet rooms
(e.g. C-439, C-517, Cannon Room)

Hybrid presentation with an in-person speaker

What you need:
- Reservation in a hybrid-capable room
- Cisco tablet
- Zoom meeting number and passcode

Who you need:
- Host, with their personal laptop, in the conference room
- Speaker, with their personal laptop, in the conference room

1. Host starts the Zoom meeting from their personal laptop, mutes themselves, turns off their video, and mutes their laptop.
2. Speaker logs into the Zoom meeting as a "participant" from the tablet. See instructions below*
   a. Waking up the tablet to log into the meeting should automatically wake up room's technology: LCD screens or projectors/dropdown screens.
3. Host admits conference room to the Zoom meeting, and confirms that the conference room's name is listed in the "Participants" window.
4. Speaker connects their personal laptop to the tablet via adapters.
5. When the tablet recognizes the speaker's personal laptop, the option to share screen will appear on the tablet. Click "share content" or "share in call".
6. The speaker's laptop will now be projected onto relevant screens in the room, and into the Zoom meeting.
7. Test the audio:
   a. Speaker should ask conference room attendees to be quiet while testing the audio.
   b. Speaker should request a verbal confirmation from Zoom attendees that they can hear the speaker (give this a minute).
   c. Speaker should ask Zoom attendees to mute themselves and turn off their video.
8. Provide Q&A guidelines:
   a. Speaker should give clear instructions regarding how they want conference room and Zoom attendees to ask questions: Interruptions okay? Wait until end? Use raised hand function or chat window?
9. During presentation, speaker should rely on their mouse/cursor to highlight their slides. Laser pointers, physical pointers, or gestures at the screen cannot be seen by Zoom attendees.
10. Host can help moderate questions from Zoom attendees as needed.
11. Host ends the meeting from their laptop.
12. Speaker disconnects their laptop from the tablet and selects the conference room's name, and then "standby" mode on the tablet.
    a. Standby mode will put to sleep any necessary technology: LCD screens or projectors/dropdown screens.

Hybrid presentation with a remote speaker

What you need:
- Reservation in a hybrid-capable room
- Cisco tablet
- Zoom meeting number and passcode

Who you need:
- A Host, with their personal laptop, in the conference room
- A Speaker on their personal laptop, somewhere else

1. Host starts the Zoom meeting from their personal laptop, mutes themself, turns off their video, and mutes their laptop.
2. Speaker logs into the Zoom meeting from their laptop.
3. Host logs into the Zoom meeting as a "participant" from the tablet. See instructions below*
   a. Waking up the tablet to log into the meeting should automatically wake up room's technology: LCD screens or projectors/dropdown screens.
4. Host admits conference room to the Zoom meeting using their personal laptop and confirms that the conference room's name is listed in the "Participants" window.
5. Speaker should share their presentation in the Zoom meeting. The speaker's content should be projected onto relevant screens in the room and into the Zoom meeting.
6. Test the audio:
   a. Speaker should request a verbal confirmation from conference room attendees that they can hear the speaker (give this a minute).
   b. Speaker should ask all Zoom attendees to mute themselves and turn off their videos.
7. Provide Q&A guidelines:
   a. Speaker should give clear instructions regarding how they want conference room and Zoom attendees to ask questions: Interruptions okay? Wait until the end? Use raised hand function or chat window?
8. Host can help moderate questions from conference room attendees as needed.
9. Host ends the meeting from their laptop.
10. Host selects the conference room's name, and then "standby" mode on the tablet.
    a. Standby mode will put to sleep any necessary technology: LCD screens or projectors/dropdown screens.

*Signing into Zoom as a participant from the conference room tablet

Information needed

- Zoom meeting ID
- Zoom meeting Passcode

Meeting Invitation

Join Zoom meeting
https://harvard.zoom.us/j/95707121615?
pwd=M0NnNjNKSW92M0NwUDZwYzh0T3F2QT09

Password: 123456

Join by telephone (use any number to dial in)
 +1 312 626 6799
 +1 929 436 2866
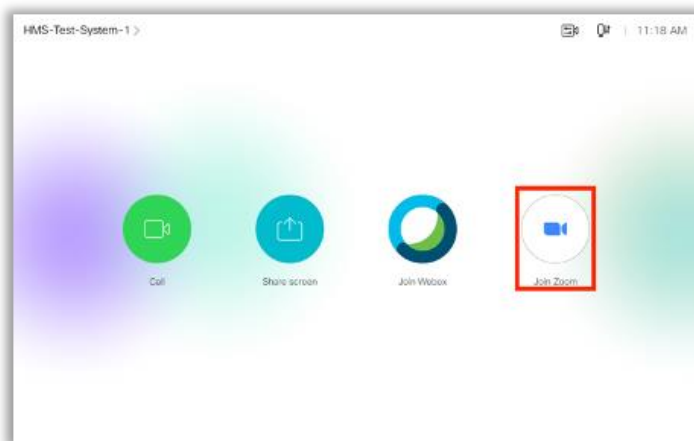 +1 301 715 8592
 +1 346 248 7799
 +1 669 900 6833
 +1 253 215 8782

International numbers available: https://harvard.zoom.us/u/abm7eksXj

One tap mobile: +13126266799,,95707121615# US (Chicago)

Join by SIP conference room system
Meeting ID: 957 0712 1615
95707121615@zoomcrc.com

1 – Press the "Join Zoom" button on the tablet

2 – Click "Enter" in the "Meeting ID" row.
   Type in the Meeting ID.
   Press the green "Enter" button at the bottom right when finished.

3 – Click "Enter" in the "Passcode" row.
   Type in the Passcode.
   Press the green "Enter" button at the bottom right when finished.

4– In the "Role" row, make sure "Participant" is highlighted in blue, and click "Connect to Zoom"