

WIRELESSLY DISPLAYING LAPTOP IMAGE

Projected Image: Anything on this screen can be recorded and displayed to students. This screen is identified by the presence of desktop icons.

Private Image: Because this screen is not recorded, you can use it for preparation (i.e., windows and applications to be used later in class) or inputting passwords or other sensitive information. This screen is identified by the lack of desktop icons.

1. On the AMX touch panel, turn the projector on and make sure the input is set to Computer so that the projector will display the room PC.
2. Ensure you are signed out of Zoom on your laptop, and back at the main screen that says Sign In and Join Meeting.
3. Log in to the room computer, and log in to the Zoom application on the desktop (it should automatically open a Carleton window on the internet browser to let you sign in easier. If not, click the SSO option on the bottom of the sign-in page on Zoom).
4. Start a Zoom meeting on the room computer. From there, click on the little triangle on the Participants button at the bottom of Zoom, near the microphone and video options. Click on the Invite button.
5. On Zoom on your laptop, click Join Meeting and for Meeting ID, input the 11-digit code that displays on the Invite tab on the Room PC.
6. On the Room PC Zoom, admit yourself (the laptop account) to the room. Close the “invite” tab and click on the Participants tab. Hover over the name of your guest (laptop) Zoom and click the three dots. From there, click “Make co-host” and then confirm it.
7. On your laptop, Share Screen, allowing the projected image to show whatever is on your laptop so that students can see it.