MEETING IN AND RECORDING YOUR LECTURE USING ZOOM

1. On the Control Panel, **display Cynap** on the Projector.

2A. **Sharing a device plugged in with a wire or connected wirelessly.**

Share the document camera or your device connected with a wired cable (example: laptop connected by HDMI, USB-C, VGA).
On the Control Panel, ensure your Mirror Display is set to ON.
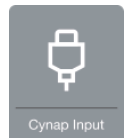On the Control Panel, under the Cynap Input menu, choose what you want to display (HDMI, doc cam, etc.).

Tap the Cynap screen and select [+] button

On the Cynap, tap Cynap Input (in some rooms this icon is labeled HDMI – even if you are plugged in with another device or using a different cable). This will bring up the device you previously selected on the Cynap Input menu from the control panel (laptop plugged in with HDMI, USB-C, doc cam, etc.).

2B. **Sharing a device connected wirelessly**

On the Control Panel, ensure your Mirror Display is set to ON.

Note: most MacBooks work best when connected wirelessly to Cynap. This will often prevent the green screen issue where the screen turns green when sharing.
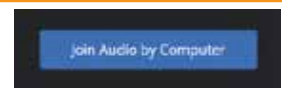
3. Choose **WebRTC.**

4. Choose the **Zoom** icon.

5. On the Zoom page, choose Create or Edit Account to login with your NetID and Password using Two-Factor Authentication.
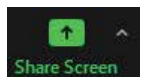
6. Select **Join Audio by Your Computer**
Note: Make sure you use the lapel mic

7. **Share Screen**
On the WebRTC window, choose the share screen icon at the bottom of the zoom window

8.

9. Select the **record button** on the WebRTC window to record your Zoom presentation.