

## Zoom Teaching Spaces Troubleshooting

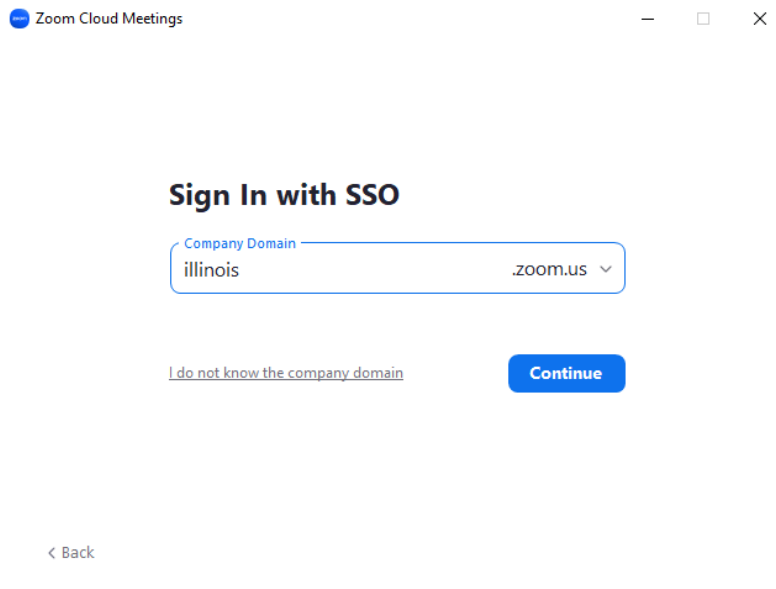
These directions apply to the **desktop computer** in this room. If this room also contains a conference room computer, this is not relevant to that system.

### To use this desktop:

- Login to the computer using your netID and password.

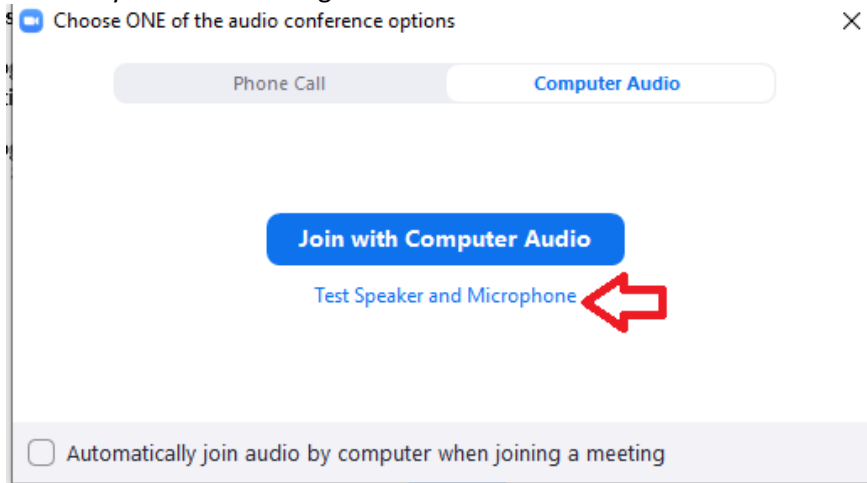
### Zoom settings on this computer:

1. Log into Zoom using the SSO:



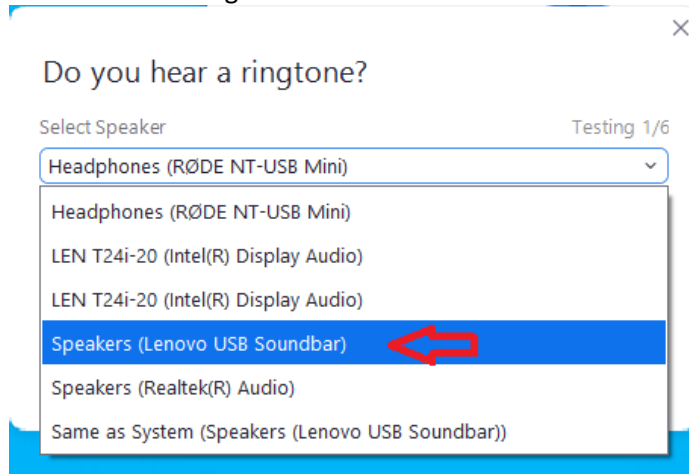
The screenshot shows the Zoom Cloud Meetings application window. The title bar reads "Zoom Cloud Meetings" with standard window controls. The main heading is "Sign In with SSO". Below it is a form with a "Company Domain" label, a text input field containing "illinois", and a dropdown menu showing ".zoom.us". A link below the input field reads "I do not know the company domain". A blue "Continue" button is to the right of the input field. At the bottom left, there is a "< Back" link.

2. Test your Audio Settings:

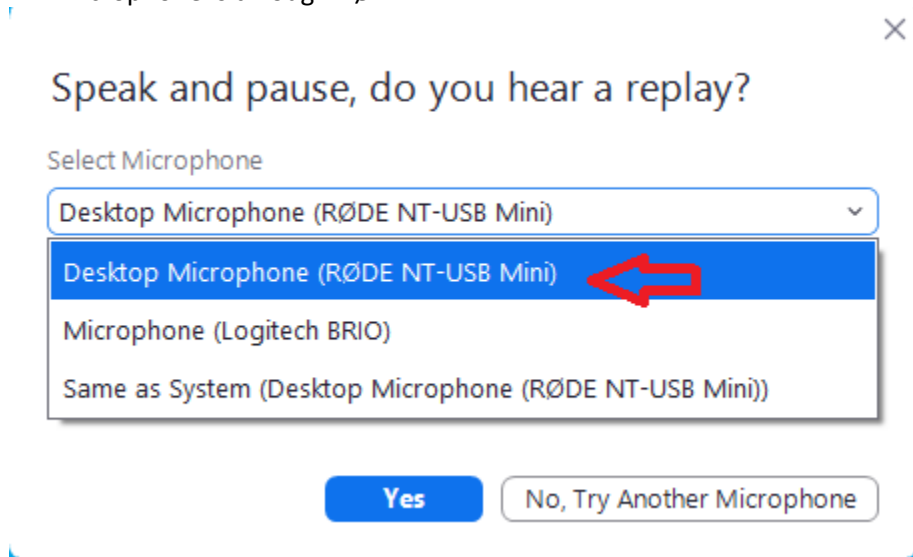


The screenshot shows the Zoom audio settings dialog box. The title bar reads "Choose ONE of the audio conference options" with a close button (X) on the right. There are two radio button options: "Phone Call" and "Computer Audio", with "Computer Audio" selected. Below these options is a blue button labeled "Join with Computer Audio". Underneath this button is the text "Test Speaker and Microphone" with a red arrow pointing to it. At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting", which is currently unchecked.

### 3. Audio is through Soundbar



### 4. Microphone is through RØDE



For more help using Zoom: <https://answers.uillinois.edu/illinois/page.php?id=99188>

#### Audio Issues:

If ANY of these are muted or turned very low, then you will NOT hear audio. If you have any sound issues check ALL three of the following:

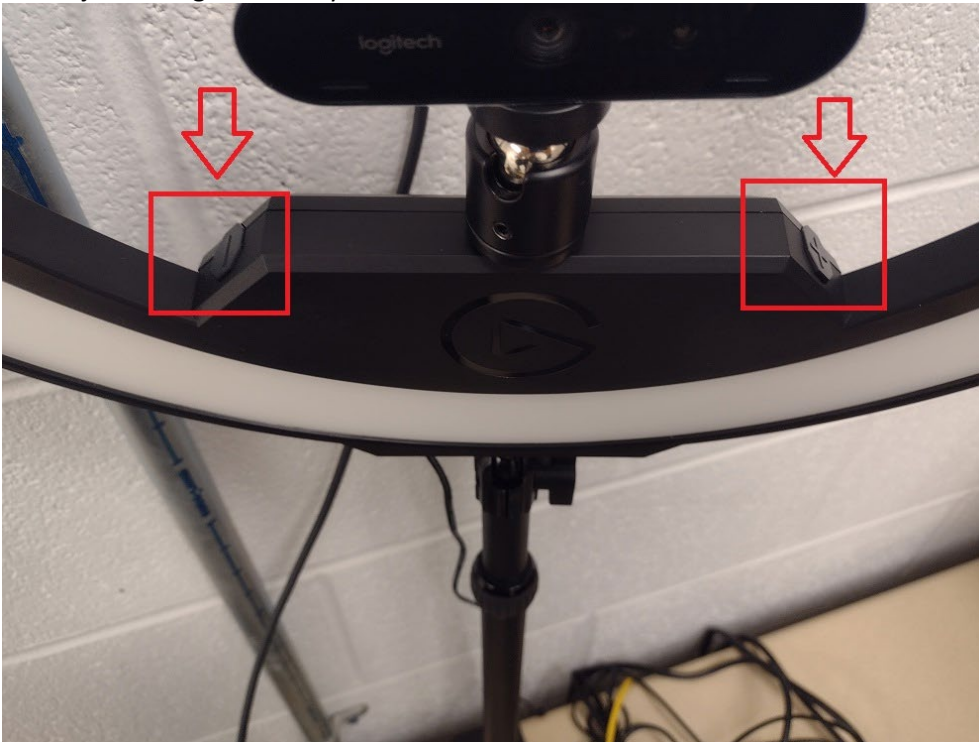
- Display Speakers/Speaker Bar.
- Desktop volume when you log on – dedicated room PC: bottom right corner on the screen.
- Application volume – such as video, webinar, Teams, Zoom. Locations vary per application.

**To turn on the ring light:**

1. Turn on the light with the switch under the ring:



2. Adjust the light intensity:



**To complete your session:**

When you have completed your session, please log out of the computer session.

*If you have any trouble logging into this computer or the software does not work as described above, please file a ticket with Library It: <https://go.library.illinois.edu/logaticket>.*