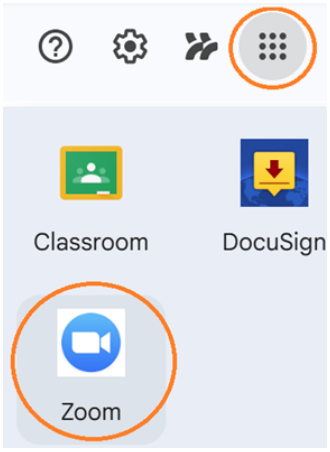
COLUMBIA GORGE COMMUNITY COLLEGE

Zoom Room Hybrid Instructional Guide

Prepare the Laptop

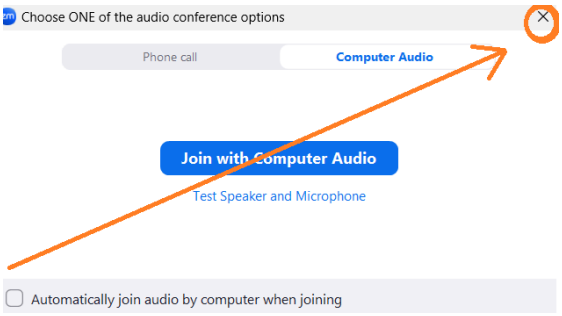
Launch Zoom via Google Workspace:



1. Open your CGCC email or a Google Chrome tab while logged into your CGCC account.
2. Click the **Google Waffle Grid** (the nine-dot icon in the top-right corner).
3. Scroll down through the app list and **select the Zoom app.**
4. Once the application opens, sign in using your CGCC credentials if necessary and start your scheduled meeting.

⚡Logging in through this CGCC-authenticated portal ensures you have full administrative host control and avoids manual password issues.

- **Audio Discipline:** When a prompt appears, click the X icon to leave and **NOT** join with computer audio.
- Another pop-up may ask if 'you want to continue without audio?'
- Click **Continue**



***Note:** If you accidentally join audio, **"Leave Computer Audio"** immediately. Having both laptop and the Zoom Room audio causes microphone and speaker feedback

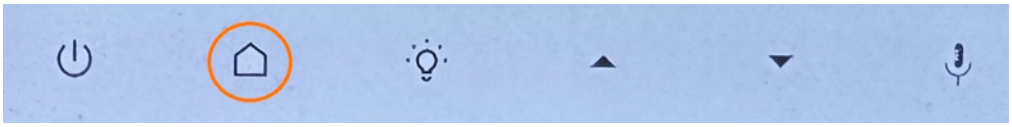
1. Click the **"^"** next to the microphone icon on the Zoom toolbar.
2. Click **Leave Computer Audio** on list of settings

- **Connect Hardware:** Once the meeting is live and you are confirmed as the host, **plug the HDMI cable into your laptop.**

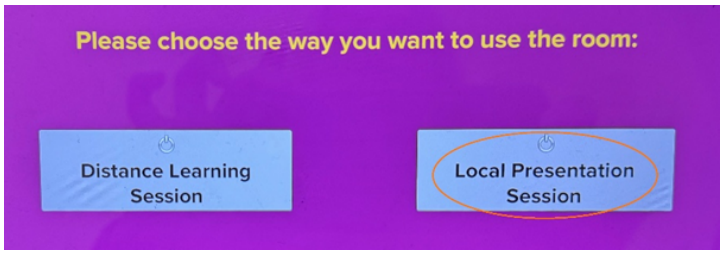
Configure the Zoom Podium (Input)

After starting the meeting on a laptop without audio and plugging in the HDMI cable, let's tell the room where to look for your screen.

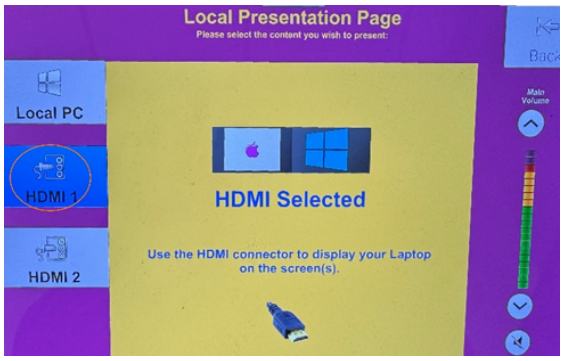
1. **Access the Menu:** On the Zoom Room controller (the tablet/podium), swipe down from the top to reveal the drop-down bar.



2. **Go Home:** Tap the Home Icon.
3. **Local Presentation:** Select the **Local Presentation Session** option.



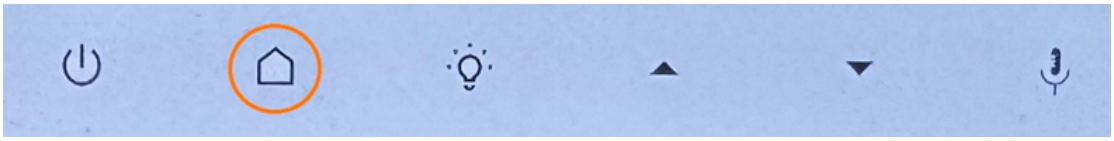
4. **Select Your Port:** Choose the appropriate input based on your connection:
   - **HDMI 1**: For **standard** HDMI-to-HDMI connections
   - **HDMI 2**: Usually used if you are adapted through a DisplayPort.



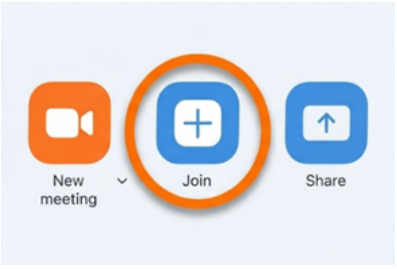
5. Back to Home to next **Join the Zoom Room to Meeting**

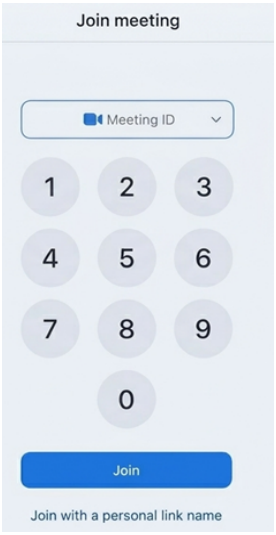
Join the Zoom Room to the Meeting

Since **the Zoom Room is joining as a guest**, we need to pull it into the meeting.



1. **Back to Home:** Swipe down for the drop-down bar and tap the Home Icon again.
2. **Join Meeting:** Tap the Join button.





3. **Enter Credentials**: Type in the **Meeting ID for your meeting** found in Zoom on your laptop
    - **Enter the Passcode** (if prompted).
4. **The Entry:** The Zoom Room will now appear in your participant list.

Grant Co-Host Permissions

Note: To ensure the Room has full functionality (and to keep your laptop as the primary control center for presentation), **assign co-host duties.**

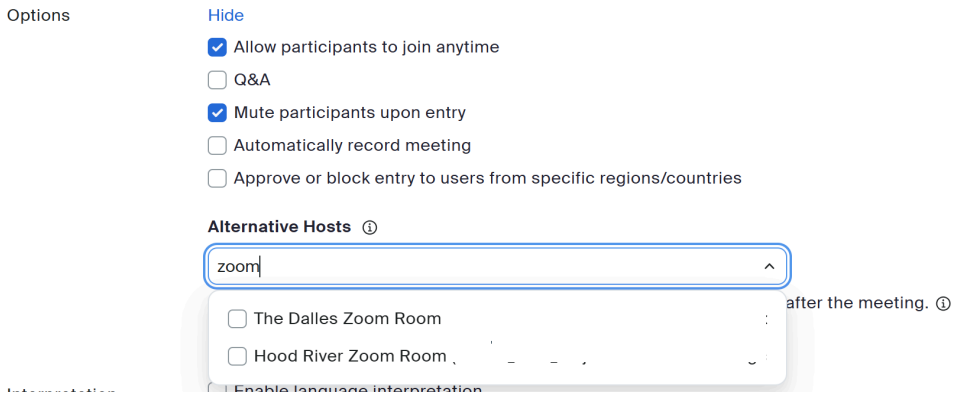
- **Open Participants:** On your laptop, click the Participants button.
- **Find the Room:** Locate the Zoom Room in the list.
- **Promote:** Click the three ellipses (...) next to the Zoom Room's name and select **Make Co-host.**

⚡The Time-Saver: Pre-Assign the Zoom Room

If you use the same classroom every week, you can skip the "Make Co-host" steps entirely by adding the Zoom Room to your meeting settings in advance.

How to set it up:

1. **Edit Your Meeting:** Go to the CGCC Zoom Web Portal and find your recurring meeting. Click **Edit**.
2. **Add Alternative Host:** Scroll to the bottom to find **Options**. Click **Show**
3. **Enter the Zoom Rooms email address-** type “zoom” to pull up address
4. **Save:** Hit Save.



Why do this?

- **Automatic Permissions:** The moment the Zoom Room joins your meeting, it is instantly recognized as a Co-host.
- **Safety Net:** If you are running late, the Zoom Room can actually start the meeting for you so remote students aren't stuck in the "Waiting for Host" screen.
- **One Less Step:** You no longer need to click "Participants" and "Make Co-host" manually every single class!