Press “Power” on touch panel to power on audio system and take out the microphone from the AV cabinet.

Start meeting (Teacher)

1. Click “Sign In”
2. Click “Sign In with SSO”
3. Type “cuhk” as Company Domain
4. Login with your email and OnePass password
5. Click “Open Zoom”
6. Click “Meetings”
7. 1. Click “Start” for a scheduled meeting
   2. For an ad-hoc meeting
      - Click “Copy Invitation” to copy meeting information.
      - Open CUSIS > Class Roster, send the copied meeting information with “Notify Listed Students” function.

Click “Unmute” and “Start Video” buttons to start meeting
Share Screen (Whiteboard & PPT file)

The WebCam installed cannot be moved around to capture the whiteboard or the PowerPoint shown in the classroom setting, MUST use the tools in ZOOM, illustrated as below.

Open your PPT file and click “Share Screen” from Zoom

Select “Whiteboard” and click “Share”

Select “PowerPoint” and click “Share”

With this whiteboard feature, the writing on Zoom will share on all participants’ devices

Welcome to PowerPoint
5 tips for a simpler way to work

The presentation will share on all participants’ devices simultaneously

For any enquiries, please contact AVSU at 3943 6060.