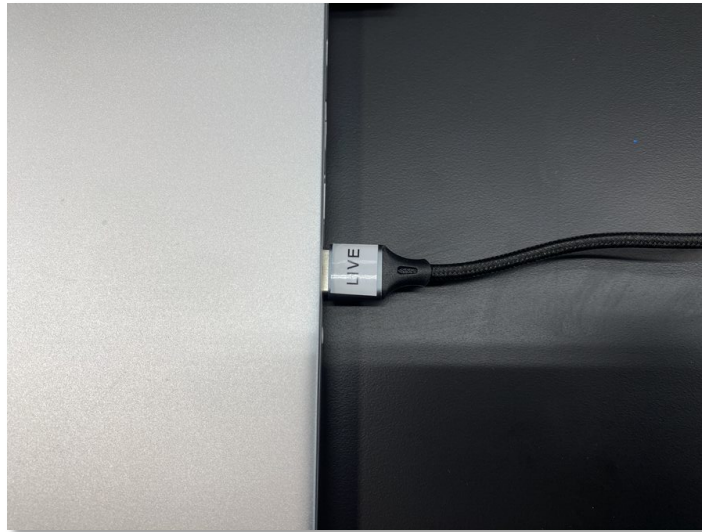


Lightboard Instructions: Hosting a Zoom Meeting

***The lightboard will not record your Zoom meeting. If you want to save the meeting, you will need to save the meeting to the cloud.**

1. Ensure the USB cable labeled “Live” is inserted into the laptop.



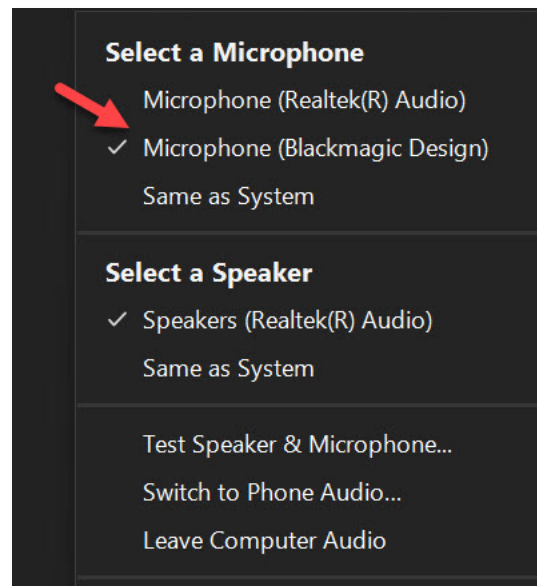
2. Turn on and log in to the laptop.
3. Turn on the lightboard.



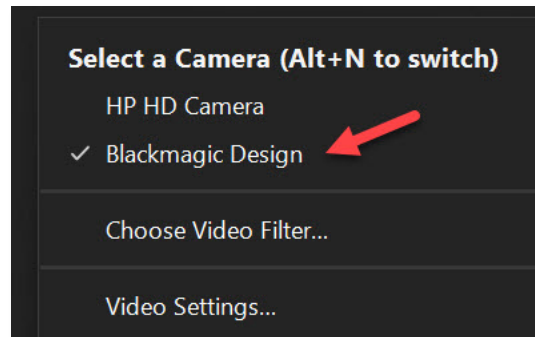
4. Wait for the entire system to power on. Once you see your image in the confidence monitor the system is ready.



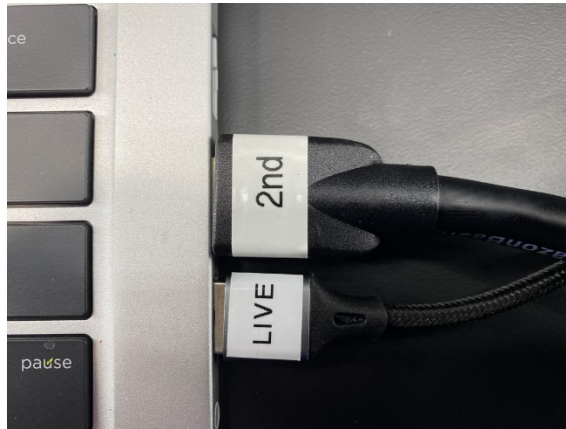
5. Start your Zoom meeting.
6. In the Zoom audio settings, select Blackmagic Design as the microphone.



7. In the Zoom Video settings, select Blackmagic Design.



8. (Optional) You can insert the HDMI cable labeled 2nd into the laptop. This allows the monitor on the right to be used as a second computer monitor to view meeting participants or notes.



9. You can proceed with your meeting as normal. By using the Blackmagic Design camera, you can annotate on the lightboard during the meeting. This will be visible to the other users as part of your video feed.



Notes

- Clean the glass with supplied towels.
- Only use the provided markers.
- The markers might need to be primed. To do this, follow the instructions on the marker.
- Feel free to schedule a practice session with a CTE member to gain familiarity with the technology.