How to use the DTEN Zoom Display in Conference Rooms

This document will show how to host a scheduled meeting or join a meeting in conference rooms that have the DTEN Zoom display installed. In addition, we'll show how to share your laptop desktop to the DTEN for in person meetings in the conference rooms.

The DTEN Home Screen

The DTEN display in the conference room is always powered on. If the screen is dark, touch the screen to wake it.

# Connecting to the DTEN When Hosting a Scheduled Meeting

If you have a scheduled Zoom meeting and would like to use a DTEN conference room, here's how to connect from your laptop to the DTEN.

Note: The DTEN display is designed to be always on and if the screen is blank, touch the screen to wake up the device.
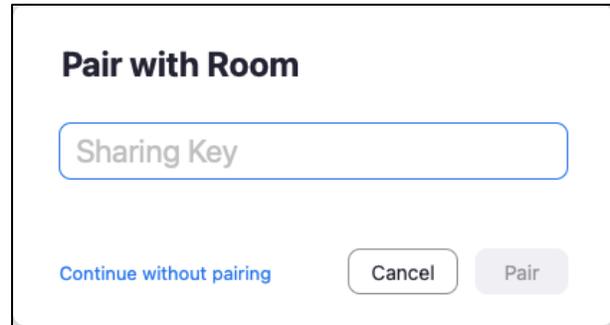
First, open Zoom and check the upcoming meeting in the **Home** tab of the app.
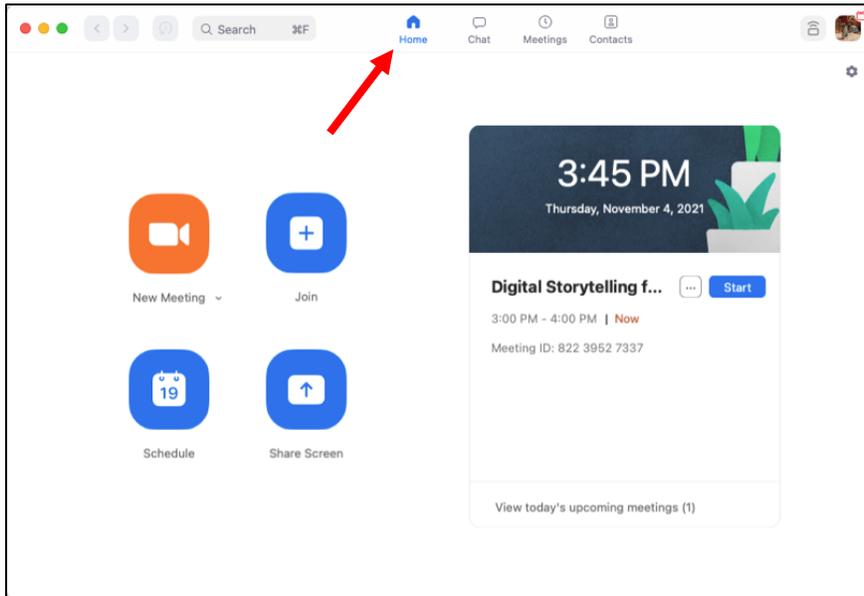
Instead of clicking the button Start, click on the 3 dotted menu just to the left of the Start button and select **Join from a Room**. In some cases, the DTEN can be autodetected by being in the room and will connect automatically.
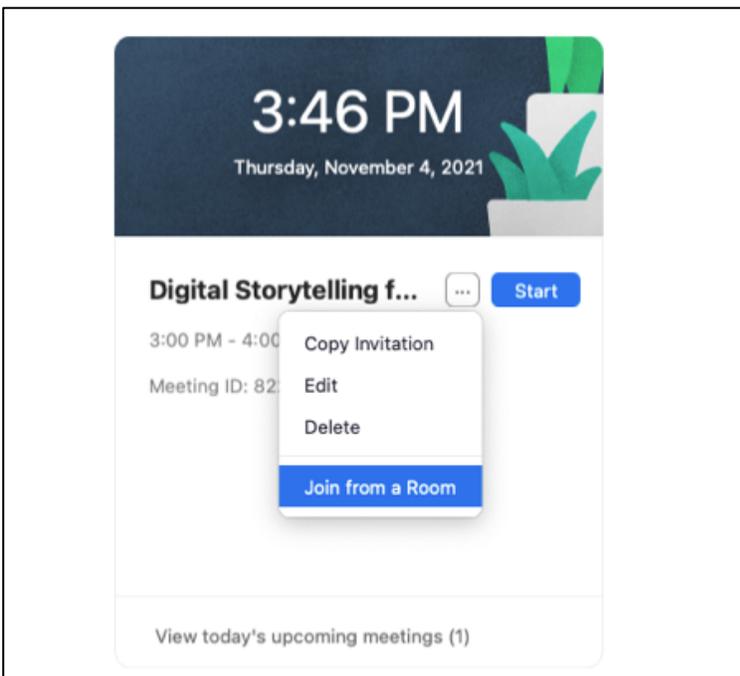
If the DTEN is not autodetected, you should see a dialog box asking to enter a Share Key.

Pair with Room

Sharing Key

Continue without pairing   Cancel   Pair

On the DTEN screen, you should see a Sharing key that refreshes each time you wake the display.

Sharing Key QXYBPK

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CHANGE THE WORLD FROM HERE

5:04 PM   New Meeting ⌄   Join   Phone

Enter the key shown on the screen into the Pair with Room field. Press the button **Pair** to start the meeting.

Pair with Room

Sharing Key
OXYBPK

Continue without pairing   Cancel   Pair
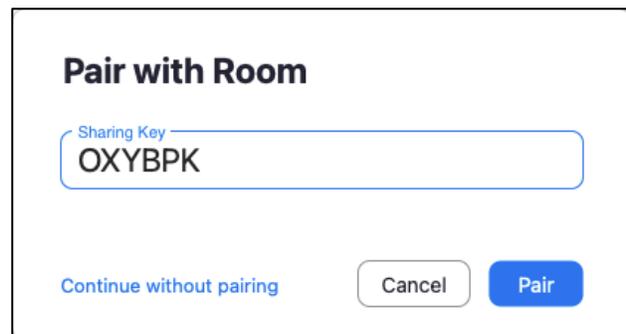
The camera and microphone on the DTEN will be used by default with the laptop camera muted and the laptop computer audio not enabled.

Connecting to the DTEN to Join a Meeting

To join a meeting you have been invited to, touch the **Join** button on the DTEN Zoom display to enter the Zoom ID for the meeting.

Enter the ID number and press the button **Join** to enter the meeting. If there is a passcode for the meeting, the passcode field will show to enter the code. Once you enter the meeting, the video and audio will be from the built in webcam and microphone on the DTEN.
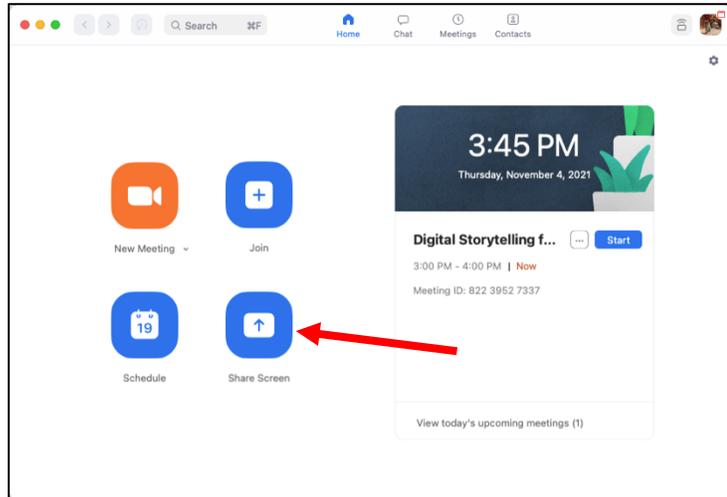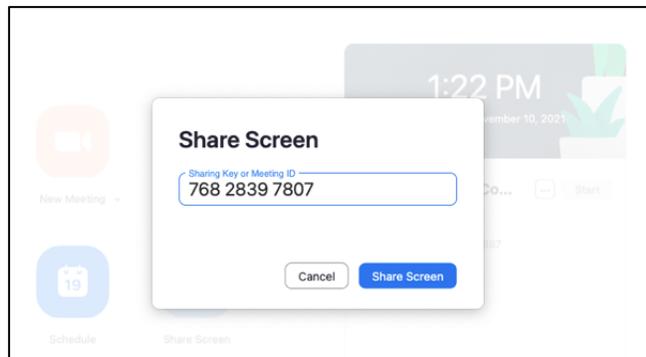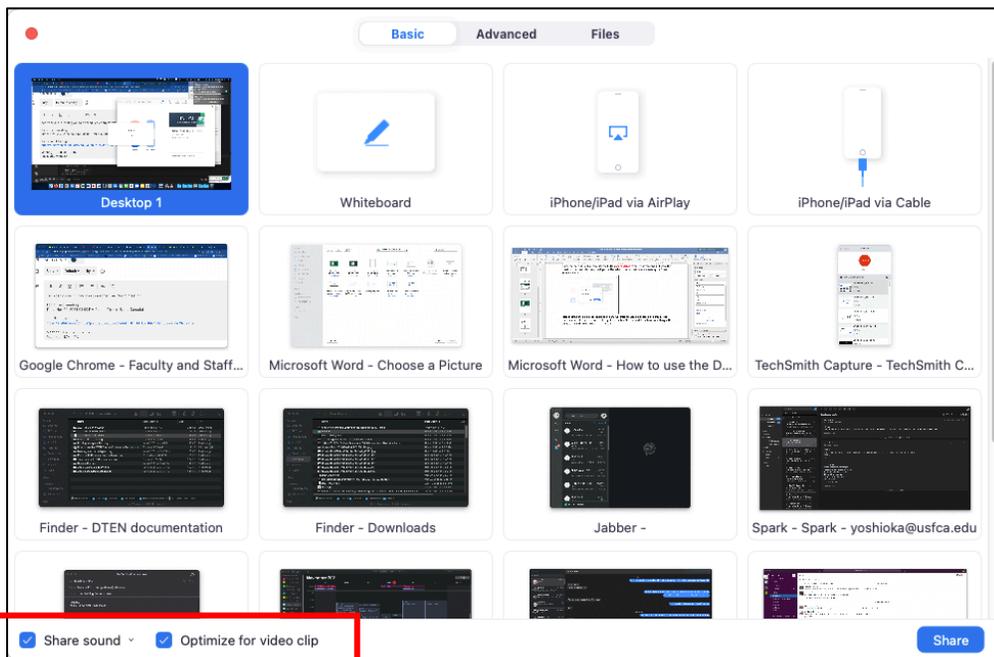
To share your screen from your laptop to the meeting on the DTEN, click on **Share Screen** in the Zoom app on your computer.


Enter the meeting ID and then click the button **Share Screen** to enter the meeting and share the desktop. If a passcode is required, you will be asked to enter that before accessing the Share Screen window.

Note that the checkboxes for **Share sound** and **Optimize for video clip** are checked by default. It is recommended to uncheck both and only check the box **Share sound** if you have something with audio that needs to be heard in the meeting.
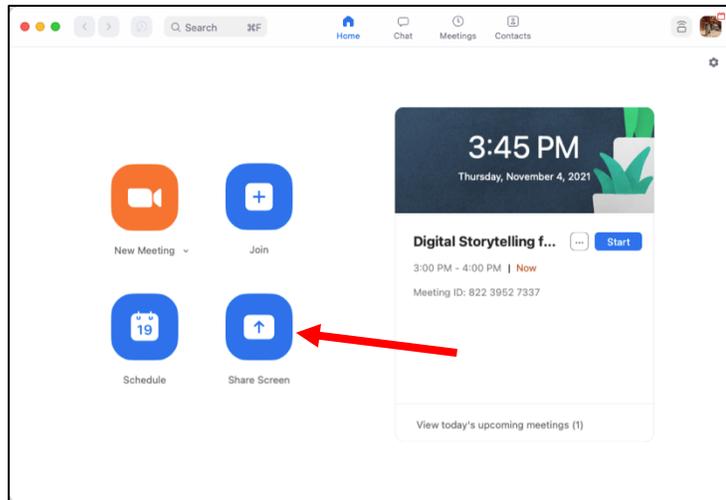
Note that the audio and video is disabled since you are using the camera and microphone from the DTEN. Once you click Stop Share on your laptop, the computer will stop the share and exit the meeting.
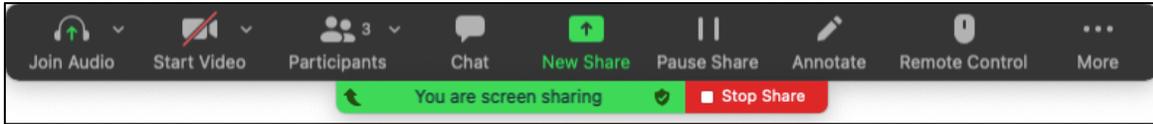
Sharing Your Screen to the DTEN for an In-Person

If you are using a conference room with a DTEN display but need to project your laptop display to the DTEN, here are the steps. This would also be applicable if you simply need to show your desktop on a larger screen in the conference room!
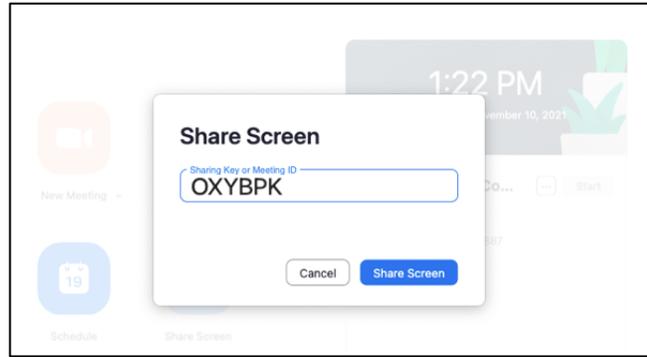
Click on the **Share Screen** button in the Zoom app on your computer.

Find the Sharing Key that can be found at the top right side of the DTEN display.

Enter the Sharing Key and then click on the button **Share Screen.**

Note that the checkboxes for **Share sound** and **Optimize for video clip** is checked by default. It is recommended to uncheck both and only check the box **Share sound** if you have something with audio that needs to be heard in the meeting.
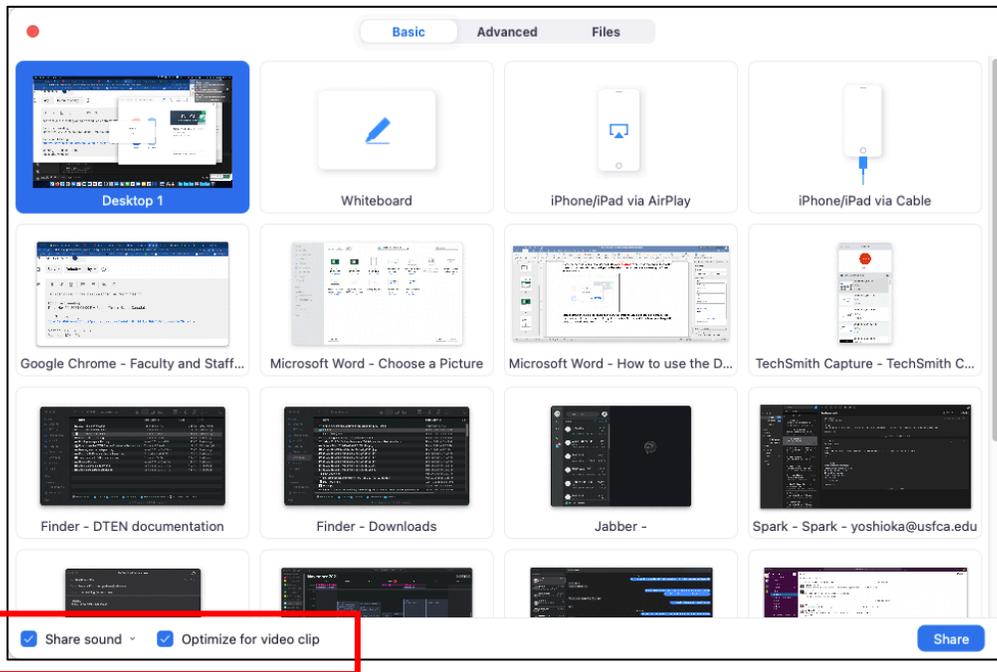
Note that the audio and video is disabled in this process. Once you click Stop Share on your laptop, the computer will stop the share and exit the meeting.
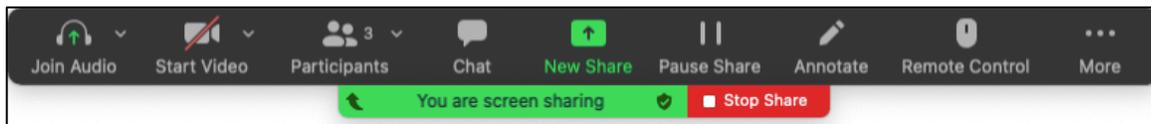
Note: If you run into any technical issues with the DTEN, contact the ITS Help Desk at 415-422-6668 or email them at itshelp@usfca.edu.