

**\* Instructions are assumed a zoom meeting has already been created\***

- **Connecting Microphone to the zoom meeting:**

**\*Note: you can only use either the lapel or Handheld microphone, not both at the same time\***



- Once you have selected to use the lapel or the handheld microphone make sure it is turned on.
- The microphone should default as the main microphone for the meeting.
- Participants in the zoom meeting will only hear sound from the person holding or wearing the microphone.

- **Default Audio Levels:**

- Microphone settings/volume should not be adjusted.
- Overall volume of the system, from the wall controller, might need to be adjusted so that the room can hear remote participants.



- If you can hear yourself in the room, but remote users cannot hear you, verify the Zoom session has the microphone unmuted.

- **Troubleshooting Sound from zoom participate:**

- If no one in the Community Room is not able to hear sound from a zoom participant, try the following:
  - Switch the input over to the “Sonos” setting on the analog controller
  - Then switch the input back to the “V. Conf” setting on the analog controller

