

# ZOOM SET-UP QUICK GUIDE

## Large Non-Standard Classroom

The image shows the Zoom interface with several settings highlighted. On the left, the 'Audio Settings' menu is open, showing 'Speakerphone (AV Bridge Mini)' selected under 'Select a Microphone' and 'Speakers/Headphones (Realtek Audio)' selected under 'Select a Speaker'. The 'Video Settings' menu is also open, showing 'AV Bridge Mini' selected under 'Select a Camera (Alt+N to switch)'. In the main meeting window, the 'Basic' tab is active, showing 'Desktop 1' selected for screen sharing. The 'Share computer sound' checkbox is checked. The bottom toolbar shows the 'Unmute' and 'Start Video' buttons highlighted with green boxes, and the 'Share Screen' button highlighted with a red box.

### MICROPHONE

**Speakerphone (AV Bridge Mini)**  
- Professional microphones  
(best for picking up instructor)

### VIDEO

**AV Bridge Mini**  
- Classroom PTZ Camera

### SHARED SCREEN

Choose top left option (Screen)  
to share entire screen  
Check 'Share Computer Sound'

### SPEAKERS

**Local Speakers**  
- Plays sound over classroom speakers

### RECORDING

Choose 'Record to the Cloud'  
to record Zoom meeting  
Option to record hidden in 'More'  
button when sharing screen

For more info: [go.uab.edu/large-nonst](https://go.uab.edu/large-nonst)