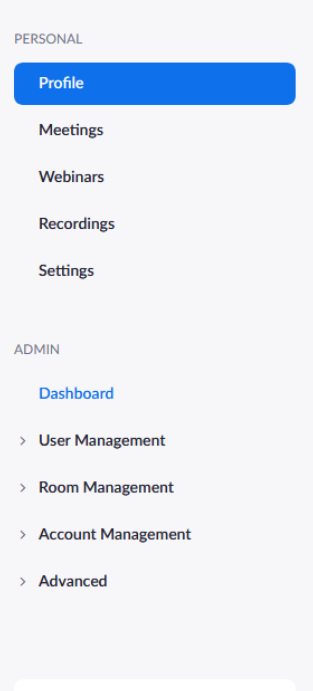


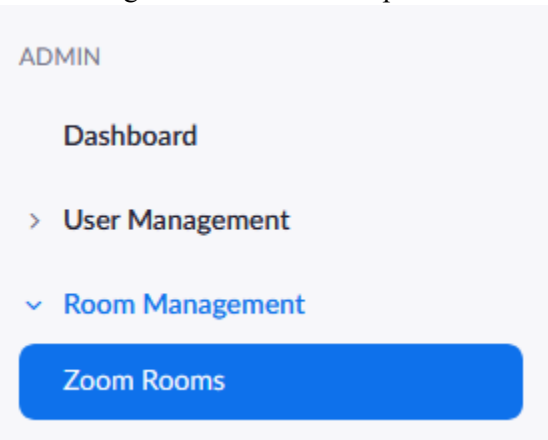
ACCESSING ZOOM FOR DIGITAL SIGNAGE

This is a guide for how to upload content to zoom for your area's digital signage.

1. Log into <https://zoom.us> with your first.last@azwestern.edu
2. Once in, you will see a header on the left side of the page titled **ADMIN** (**PLEASE NOTE THAT SINCE MY ACCESS IS DIFFERENT YOU WILL NOT SEE THE SAME TABS OTHER THAN ROOM MANAGEMENT**)

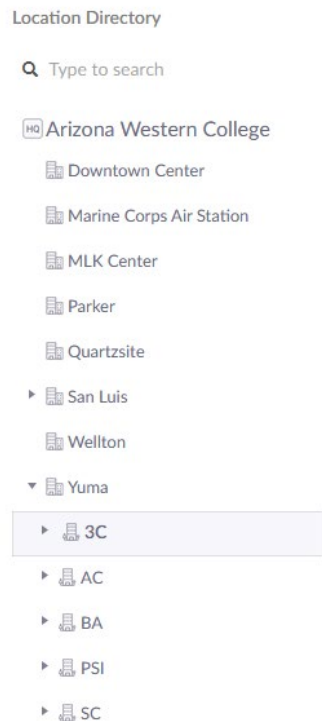


- a.
3. Select Room Management and then the option “Zoom Rooms”

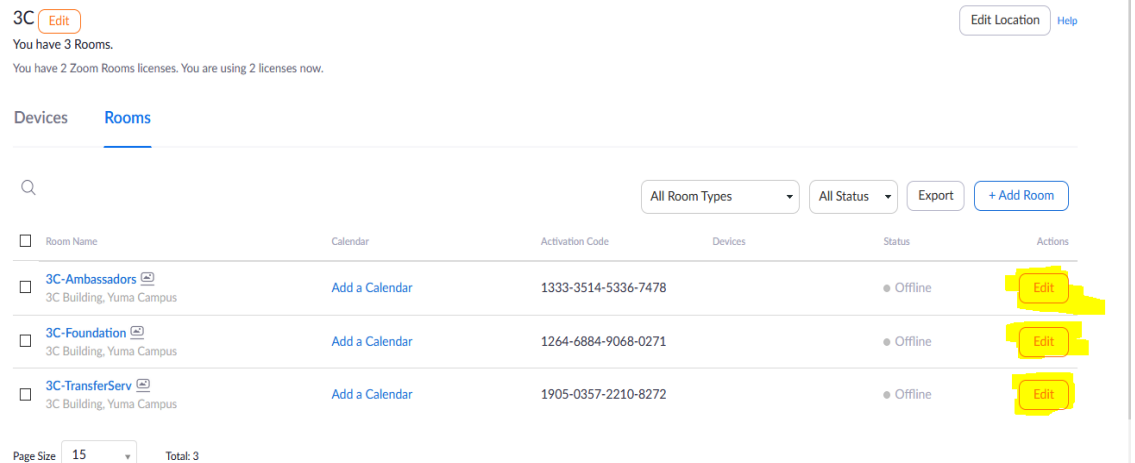


a.

4. On the right side of the page you will see an area titled Location Directory. This will be where you will select your location (Campus and Building) (**PLEASE NOTE THAT SINCE MY ACCESS IS DIFFERENT YOU WILL NOT SEE THE SAME LOCATIONS OTHER THAN YUMA→3C**)



- a.
5. Once you select 3C you will see the different “Rooms”. Please only select “EDIT” for your specified area. (**PLEASE NOTE THAT SINCE THE DEVICE IS NOT YET INSTALLED IT WILL SHOW AS NO DEVICES AND OFFLINE**)



a.

6. Once inside of your room, please select the tab that says “Digital Signage”

[← Back to Zoom Rooms](#)

3C-Ambassadors -- Digital Signage Only

Room Profile

Meeting

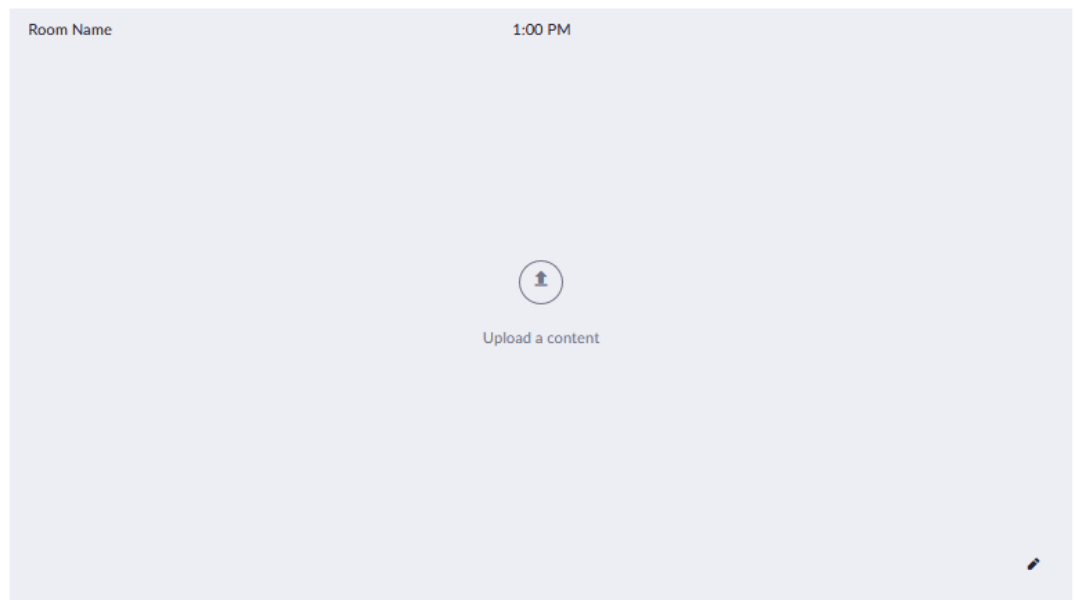
Alert

Digital Signage

- a.
7. After the tab is selected a plethora of items will appear. You can create what Zoom calls “Content Lists” (See highlighted). These will be the items that you choose to display.

Layout

Modified [Reset](#)



Fullscreen Preview

Play

Content List 

Add Content List

▼ Default Content List

Playing

...

Name ↕

Duration

+ Add Content

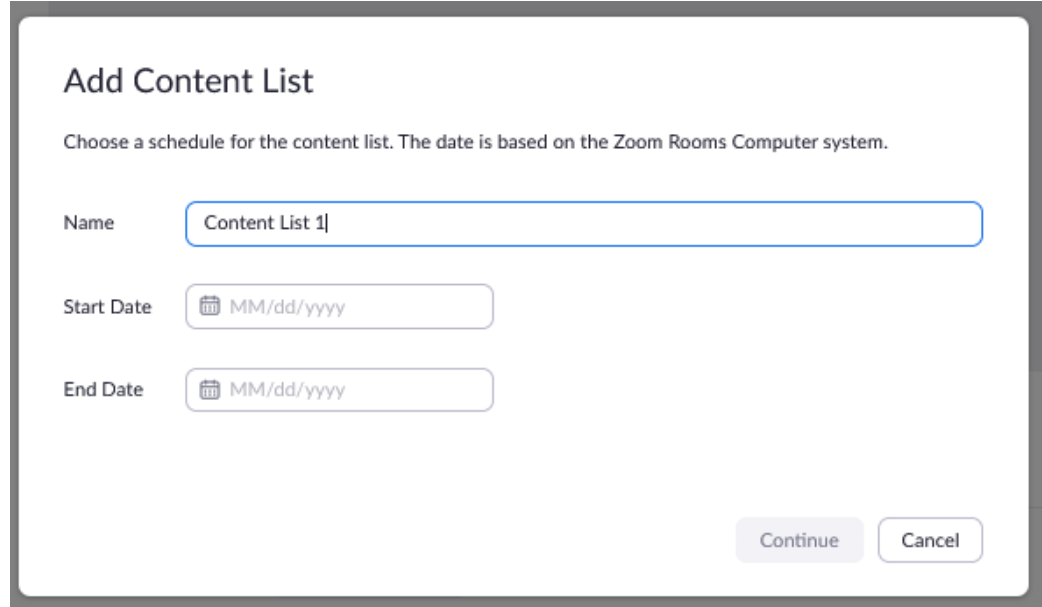
> Content List 1

Aug 14, 2019 - Aug 15

...

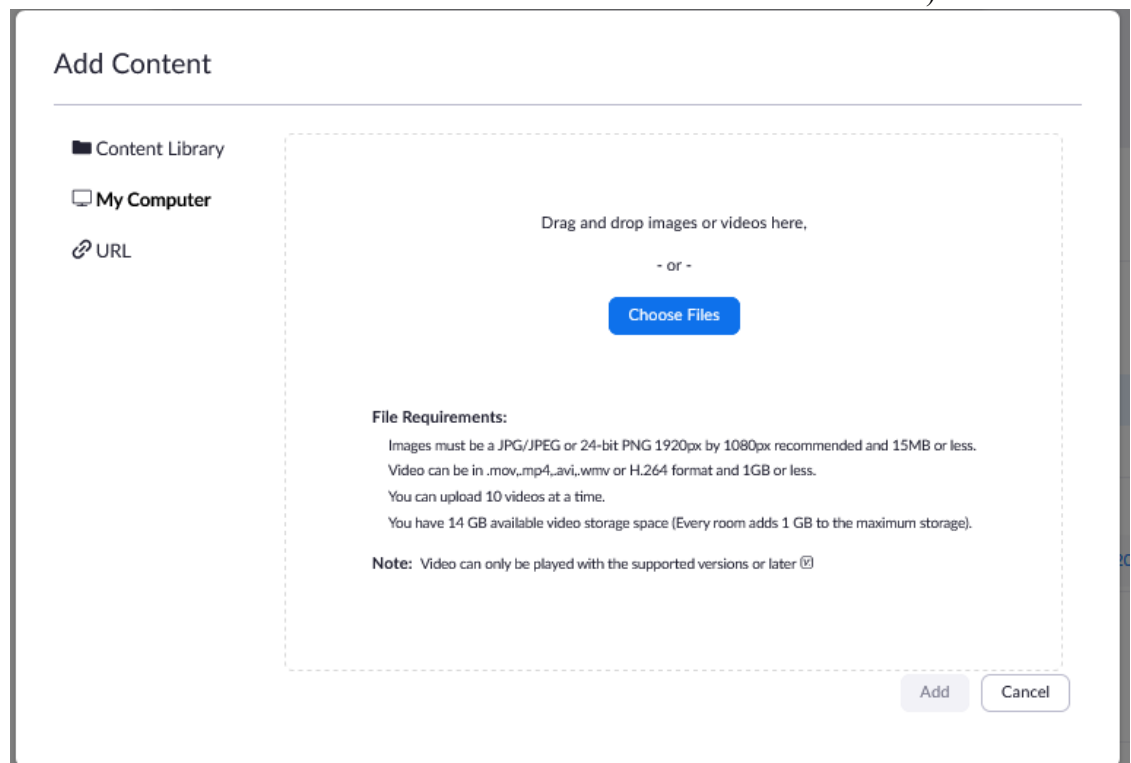
a.

8. When that option is selected it will ask you to name the content list and set the dates you would like this to run.



The screenshot shows a dialog box titled "Add Content List". Below the title is a subtitle: "Choose a schedule for the content list. The date is based on the Zoom Rooms Computer system." There are three input fields: "Name" with the text "Content List 1", "Start Date" with a calendar icon and the placeholder "MM/dd/yyyy", and "End Date" with a calendar icon and the placeholder "MM/dd/yyyy". At the bottom right are two buttons: "Continue" and "Cancel".

- a.
9. It will then ask you to upload your content into a “dropbox” (PLEASE NOTE THAT YOU CAN DRAG AND DROP THE SUPPORTED FILE TYPES INTO THE OUTLINED BOX).



The screenshot shows a dialog box titled "Add Content". On the left is a sidebar with three options: "Content Library" (with a folder icon), "My Computer" (with a computer icon), and "URL" (with a link icon). The main area has a dashed border and contains the text "Drag and drop images or videos here," followed by "- or -" and a blue "Choose Files" button. Below this, under the heading "File Requirements:", it states: "Images must be a JPG/JPEG or 24-bit PNG 1920px by 1080px recommended and 15MB or less. Video can be in .mov, .mp4, .avi, .wmv or H.264 format and 1GB or less. You can upload 10 videos at a time. You have 14 GB available video storage space (Every room adds 1 GB to the maximum storage)." A "Note" at the bottom says: "Note: Video can only be played with the supported versions or later (v)". At the bottom right are "Add" and "Cancel" buttons.

- a.
10. The final item will be to set the “Start displaying content min screen idle” option to zero and then save your changes. This will ensure the digital signage content begins displaying immediately and that any changes were saved in the process.