Connecting the DTEN to your class Zoom meeting

- If using DTEN in conjunction with computer presentation:
  1. Start meeting as normal on a primary computer.
  2. On DTEN, tap “Join” button.
  3. Enter in meeting # and meeting password.
  4. On primary computer, give DTEN room account co-host ability.
  5. Mute either DTEN or auditorium microphone in Zoom. DTEN speakers should be off.
  6. Start class recording on primary computer.
  7. You may wish to teach the entire class on the DTEN, using the presentation remote to advance slides.
  8. You can annotate slides at any time by writing on the DTEN.
  9. You may wish to insert blank slides into your presentation to use as a whiteboarding session.

Note: If you prefer to use the built in DTEN whiteboard function (which has more functionality than annotation mode), you must stop sharing your presentation on the primary computer. Once that is done, you may press whiteboard on the DTEN.

- If using DTEN exclusively (no slides):
  1. Start meeting as normal on primary computer.
  2. On DTEN, tap on “Join” button.
  3. Enter in meeting # and meeting password.
  4. On primary computer, give DTEN room account co-host ability.
  5. Press the whiteboard button to launch the whiteboard.
  6. Start class recording on primary computer.

NOTE: Make sure that only one microphone and speaker are active at any one time. Do not run both the DTEN and primary computer speakers and microphones at the same time or feedback will occur.