USC Viterbi
School of Engineering

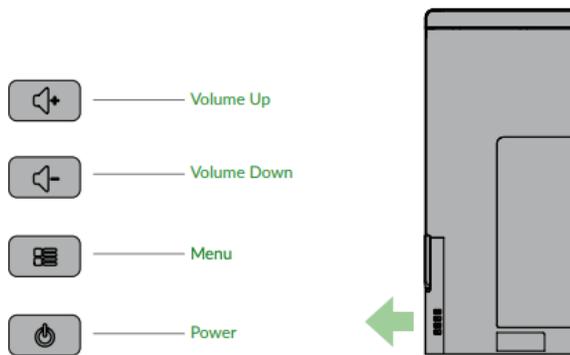# DTEN Conference Room Detailed Guide

Turn on DTEN

To power on the DTEN D7 unit, press the power button* located at the bottom on the back of the monitor.

Turn off DTEN

To power off the DTEN D7 unit, long press the power button located at the bottom on the back of the monitor.
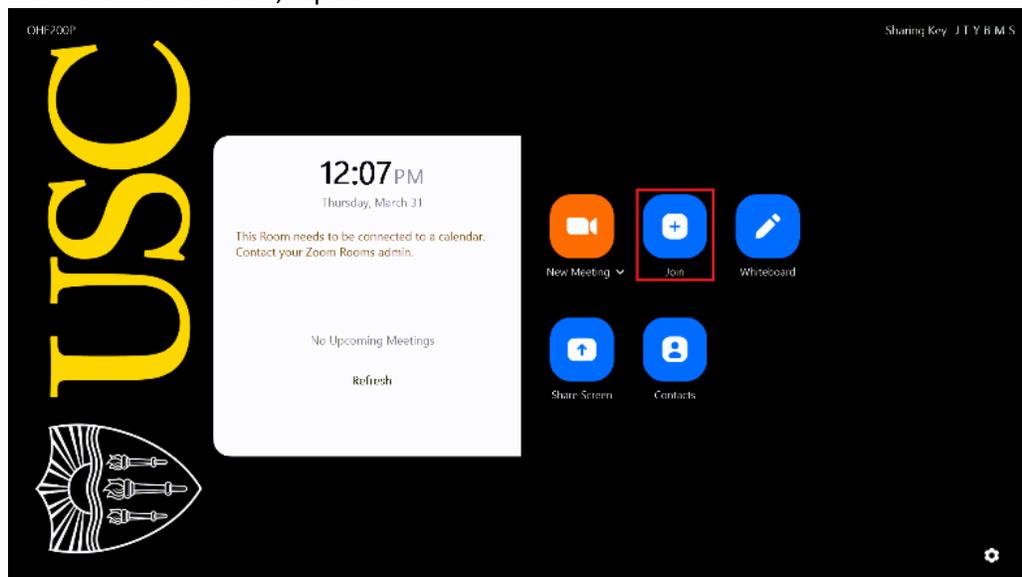
Menu Buttons:

- Volume Up
- Volume Down
- Menu
- Power

*Note: If facing the DTEN, DTEN D7 55" power button is located on the back right side and DTEN D7 75" power button is located on the back left side.
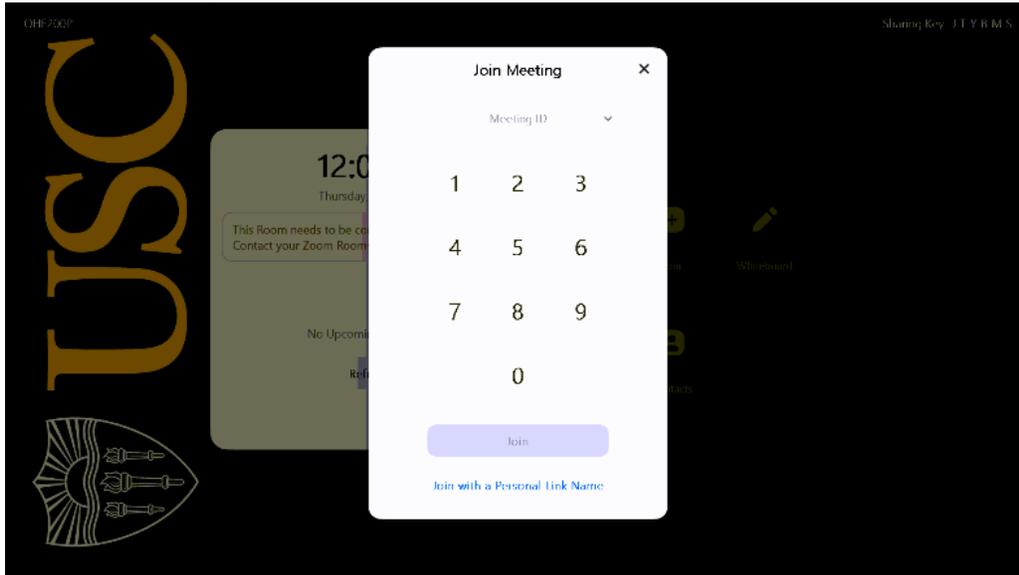
Join a Meeting
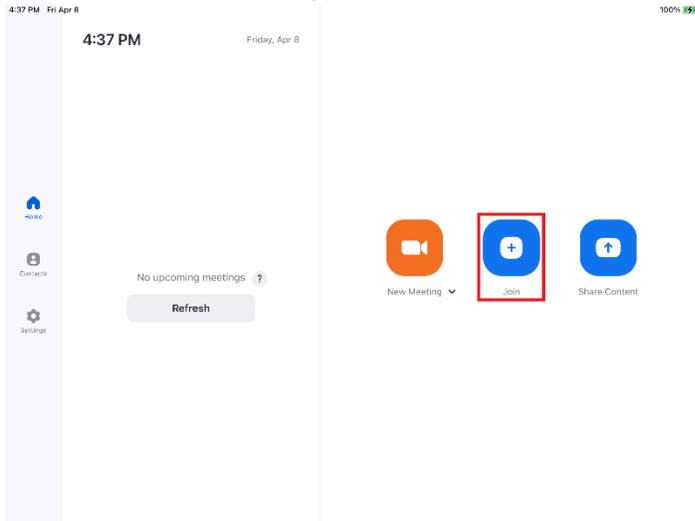
Option 1: DTEN

1. From the home screen, tap **Join**.
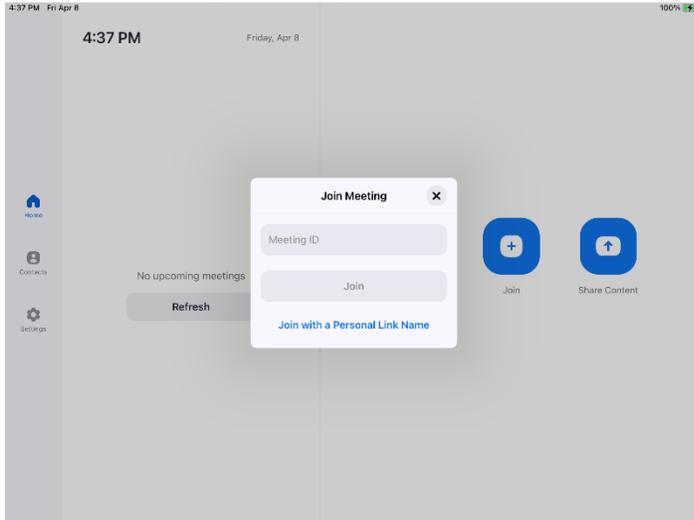
2. Enter the Meeting ID and tap **Join**.

Option 2: iPad Controller

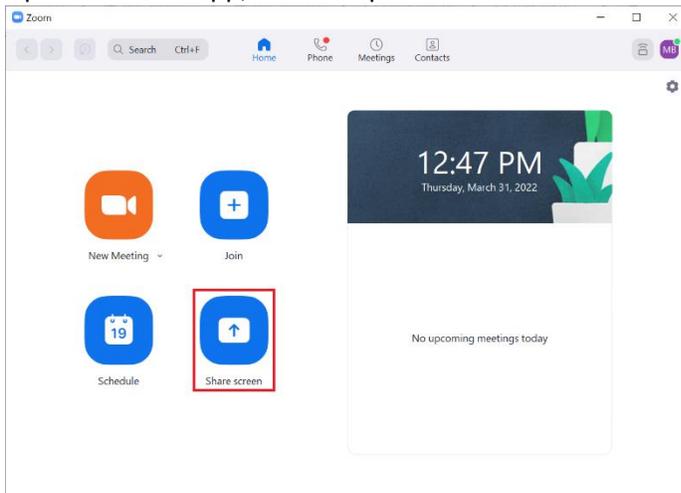1. From the home screen, tap **Join.**

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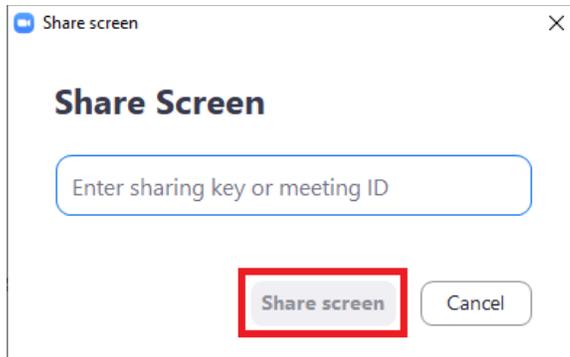
2. Enter the Meeting ID and tap **Join.**

Share Screen

Option 1: Zoom App

1. Open the Zoom app, click or tap **Share Screen**

a. If Zoom requests a Sharing Key, type the **Sharing Key** displayed in the top right corner of the Zoom Room screen. Click on **Share Screen**.

2. To stop sharing, select **Stop Share** located at the top of the screen on your device or in the bottom left corner of the Zoom Room screen.
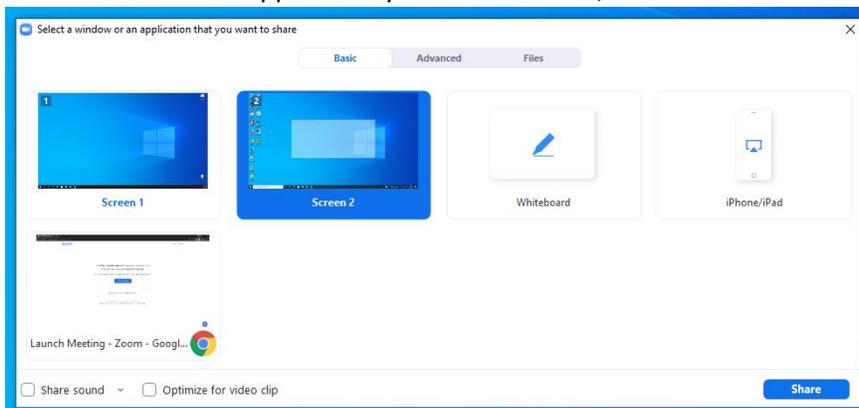
Option 2: Browser

1. Open a web browser and visit **share.zoom.us**.

2. Enter the meeting ID or personal link, then click **Share Screen**. You can also click **Enter a Sharing** Key.

3. When prompted, allow your web browser to open Zoom.

4. Select the screen or application you want to share, then click **Share**.
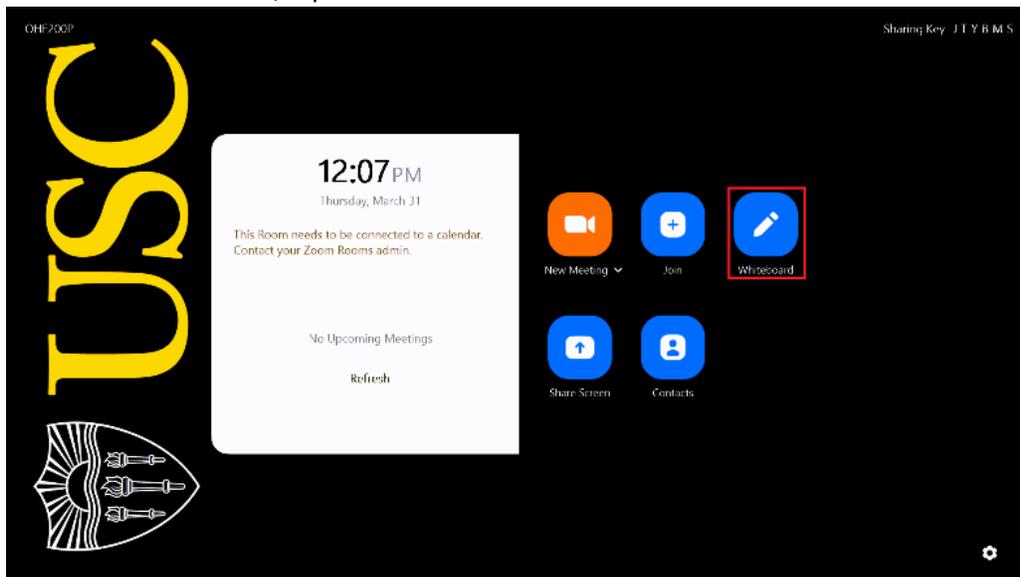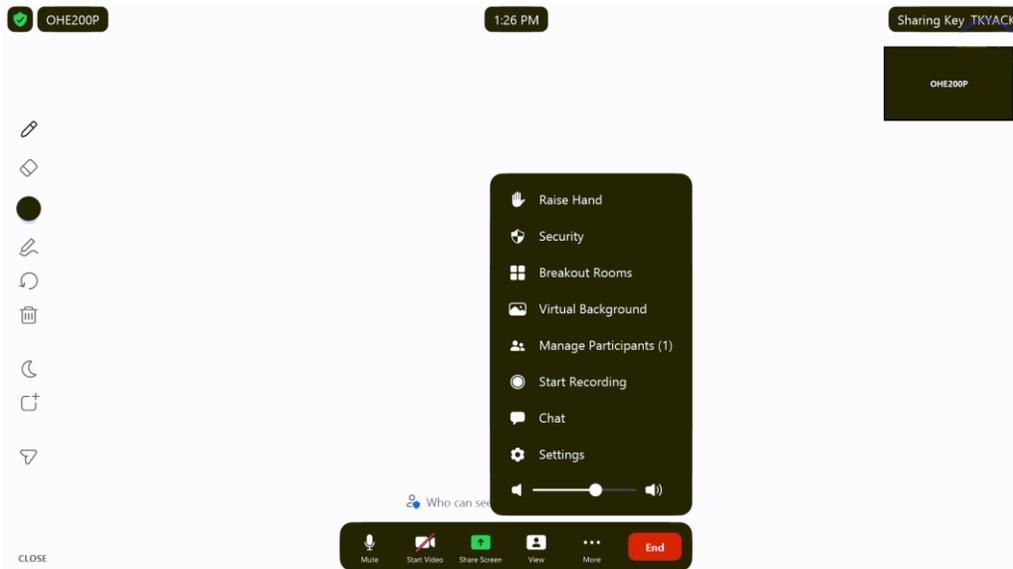
Option 3: HDMI

1. Plug HDMI cable into device
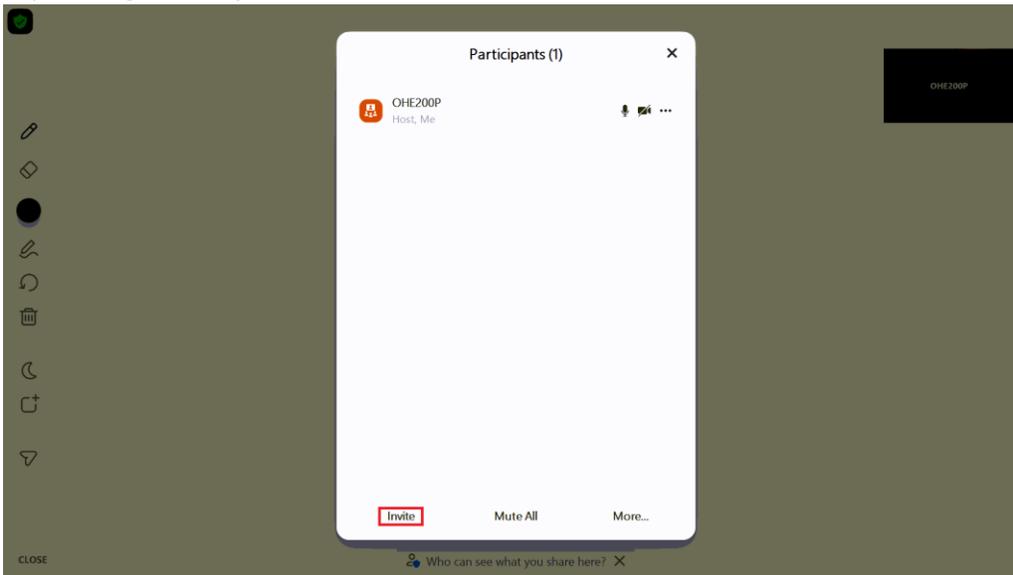
Start a Whiteboard Session

1. From the home screen, tap **Whiteboard**.

2. The whiteboard control bar is displayed at the left of the screen, enabling you to draw on the screen.

3. To share the whiteboard with participants, select **Start Meeting** in the bottom right-corner**.**

4. Tap **More** (…) to display the integrated controller.

5. Tap **Manage Participants**, then **Invite** in the bottom-left corner.
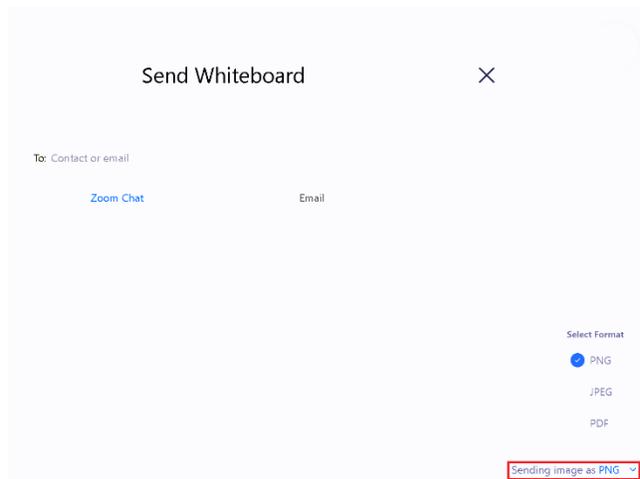

6. Use the search bar to search for contacts to invite.

7. Select participants from the search results, then tap **Invite**.

Save a Whiteboard Session

1. Tap **Send** icon in the whiteboard controls.

2. Enter a contact name or an email address to send the whiteboard to.

3. Choose how to deliver the whiteboard. Tap either **Zoom Chat** or **Email.**

4. In the bottom-right corner, tap **Sending image as** to select a format for the whiteboard. Select PDF if you have multiple whiteboard pages and want to send them in a single file.

5. Tap **Send**.