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:

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

![Zoom app join meeting screen](image)

**Share Screen**

**Option 1: Zoom App**

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

![Zoom app share screen](image)

   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.