Starting a Meeting

1 Connecting a Room

a In the side navigation, hover the mouse pointer over the 🔲 **ROOMS** icon.

The **ROOMS** list opens.

b Use the **ROOMS** list to select the room to open.

The selected room opens in the **Rooms** panel.

2 Opening a Meeting

a In the **Rooms** panel, click 👥 **Meetings** in the toolbar.

The **Meetings** list opens displaying a list of available meetings for the current room.

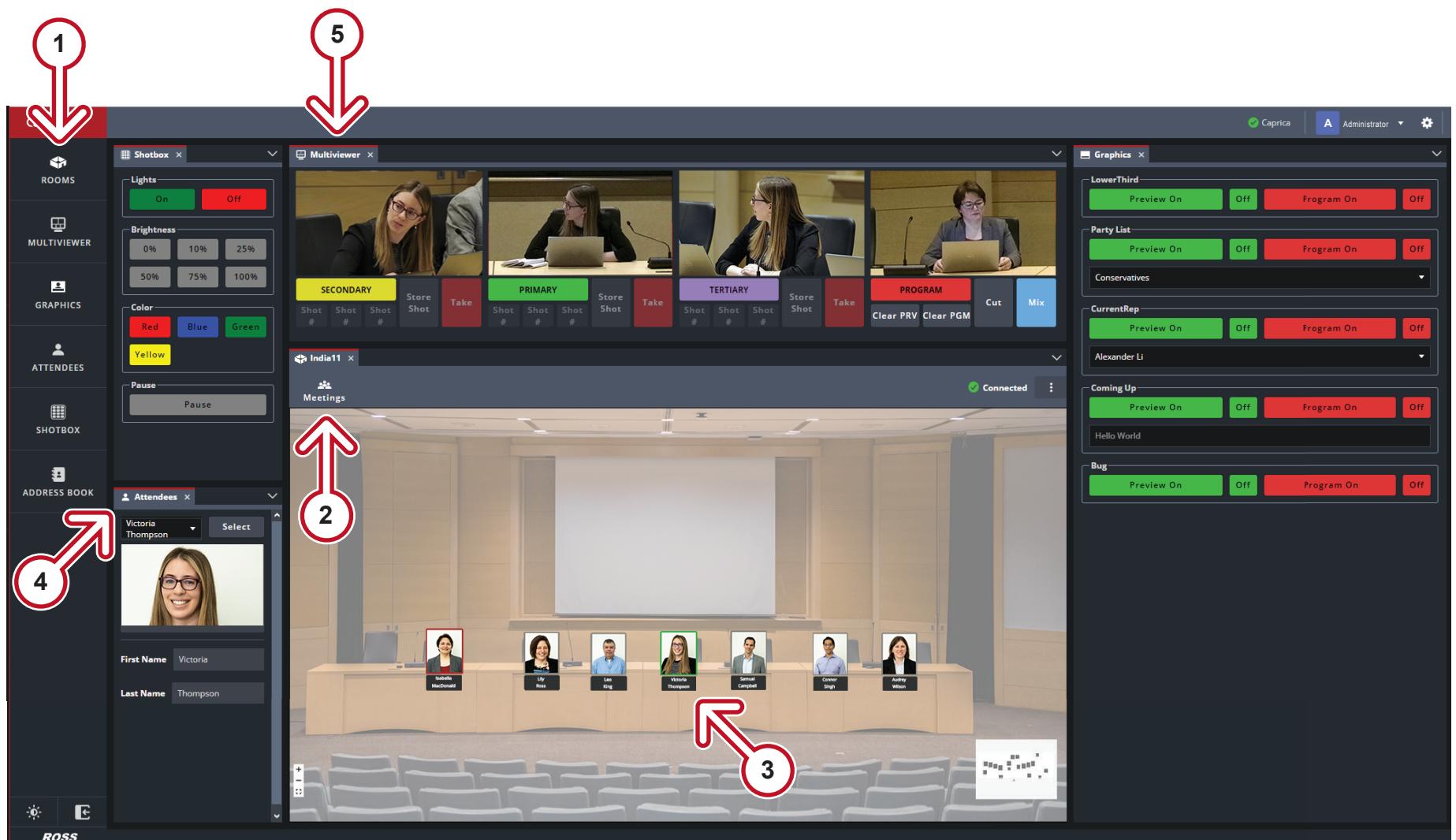**b** Use the **Meetings** list to select a meeting for the room to open.

Quorum displays the attendees in the selected meeting at their assigned marks in the room.

? Need Help?

For more information on the topics presented in this *Quick Start Guide*, please refer to the *Quorum User Guide*.

For technical support, contact **Ross Video Technical Support** by email at techsupport@rossvideo.com.

Putting a Mark on Program

3 Selecting a Mark

In the **Rooms** panel, select the mark to preview.

Quorum highlights the selected mark with a green outline, and puts the mark on **Preview** in the **Multiviewer** panel**.**

OR

4 Selecting an Attendee

a In the **Attendees** panel, use the **Names** list to select the **attendee** assigned to the mark to preview.

b Click **Select**.

Quorum highlights the selected mark in the **Rooms** panel with a green outline, and puts the mark on **Preview** in the **Multiviewer** panel**.**

5 Putting the Mark on Program

a Ensure that your selected mark is on **Preview** in the **Multiviewer** panel.

b In one of the three **Preview** panes, click a **Shot #** button to set the view you want to take on-air.

The camera in preview moves to position associated with the clicked **Shot #** button.

b In the **Preview** pane displaying the shot to take on-air, click **Take**.

Quorum takes the selected shot on-air and displays it in the Program pane.

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