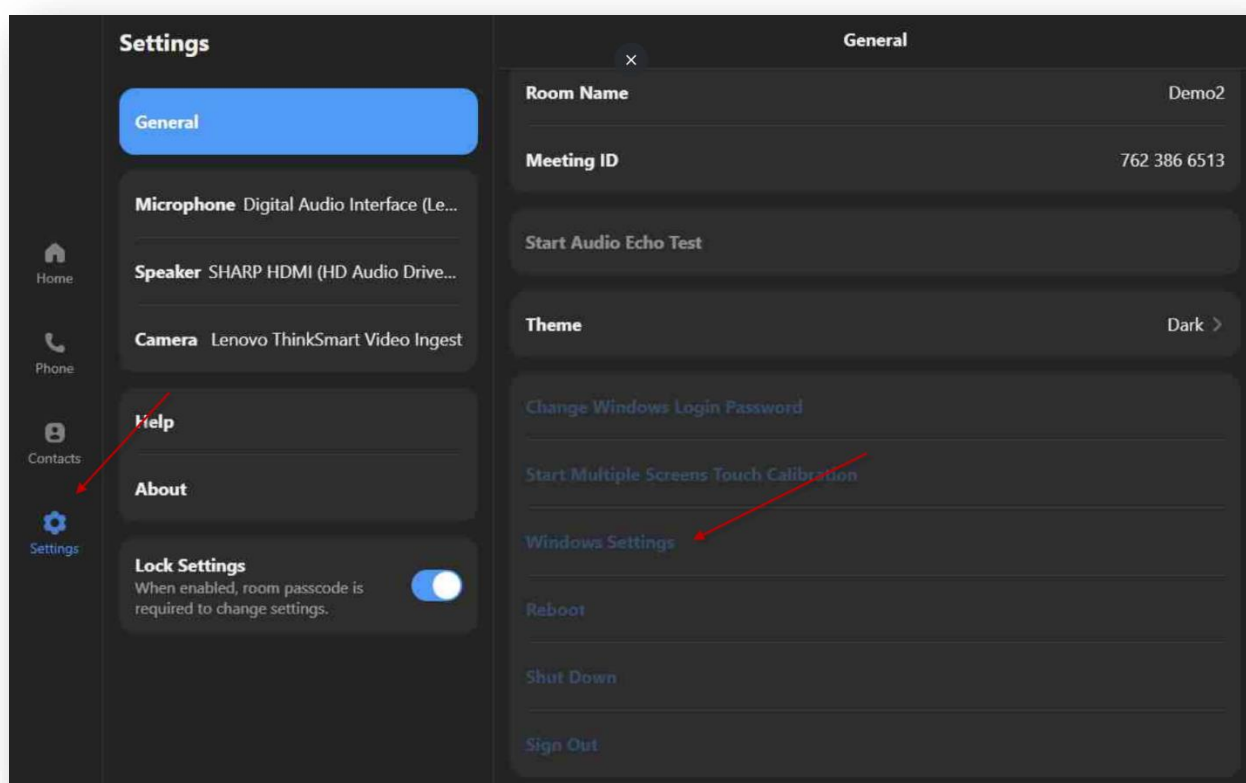# How to access the Windows Admin within the Zoom Rooms Devices

In order to get into the windows OS within the Zoom Room, you will need to know the local machine Admin credentials and the Zoom Room Passcode.
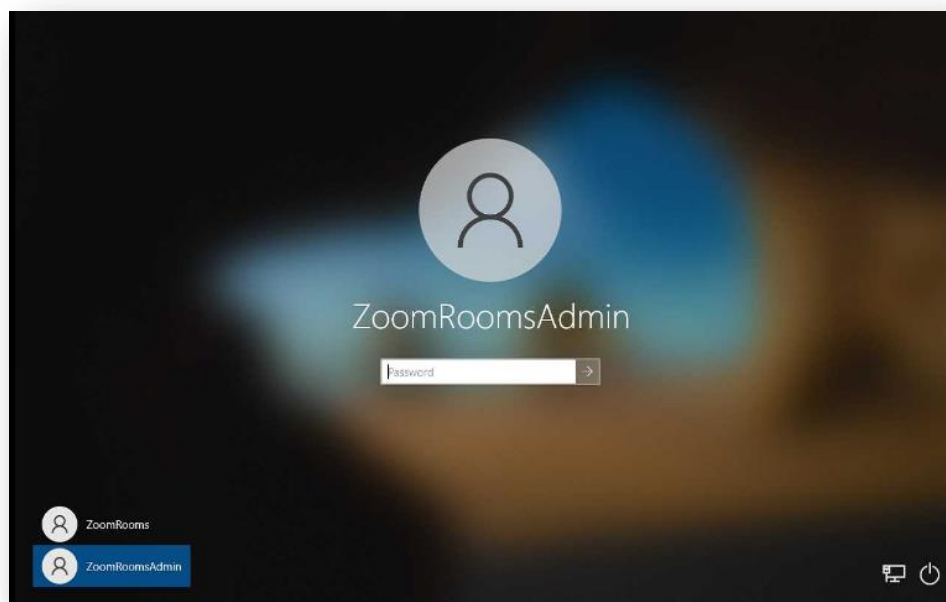
First you need to enter the Settings Page/Windows Settings: At this point you will be asking for the change settings password, that password is what every your Zoom admin assigned in the Zoom Portal.

At this point you will be asking for the Room Passcode to change settings, this password is what every your Zoom admin assigned in the Zoom Portal.
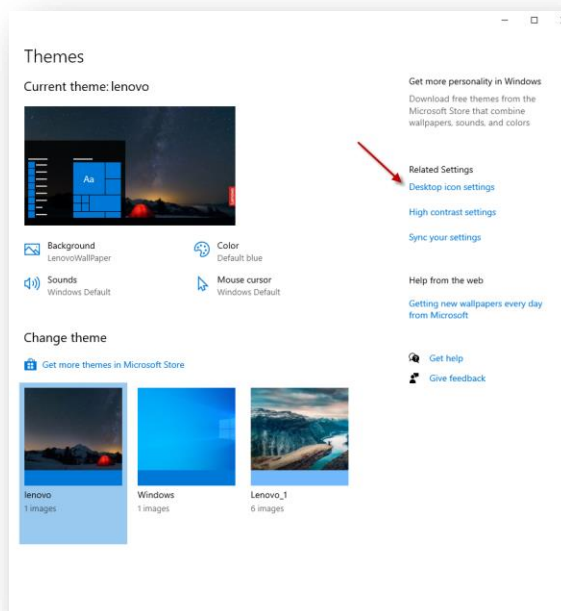
You will not need to use the Local Windows Admin Password:

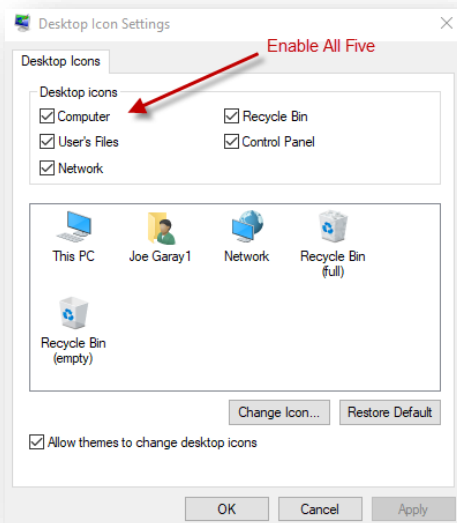Once you have entered the Admin Profile you will see the windows desktop:

Please make it a habit to do the following two configurations below to make your life easier when accessing your MTR.

   a. Change the ICON's on MTR admin profile:

   i. On the Windows Desktop - Right Click - Click "**Personalize**" - Left Hand Side Click

   "**Themes**" - Right Hand Side Click "**Desktop Icon Settings**" - Add all FIVE Desktop

   Icons

ii. Open File Explorer and set to Show "Hidden Files" & "File name extensions"