Classroom Technology User Guide
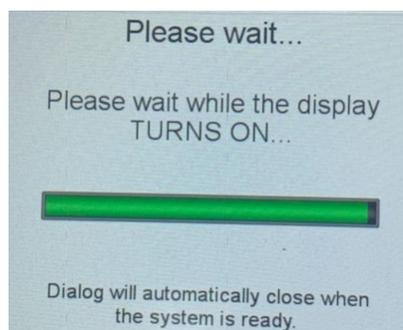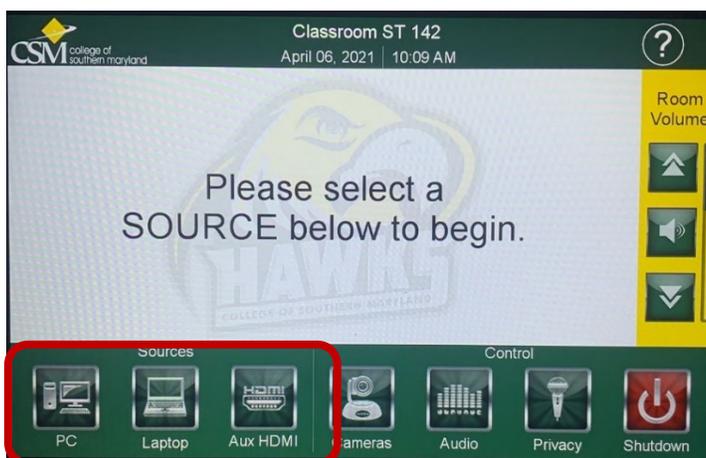
(For Rooms with PC/Laptop Switch Device Installed)

All functions of the technology provided in the classroom are controlled by the touch screen on the podium.


Touch the screen anywhere to begin.

Use the **Sources** options on the touch screen to select the desired source to be projected.

Touch the desired Source. The projector will turn on, and the display screen will come down.
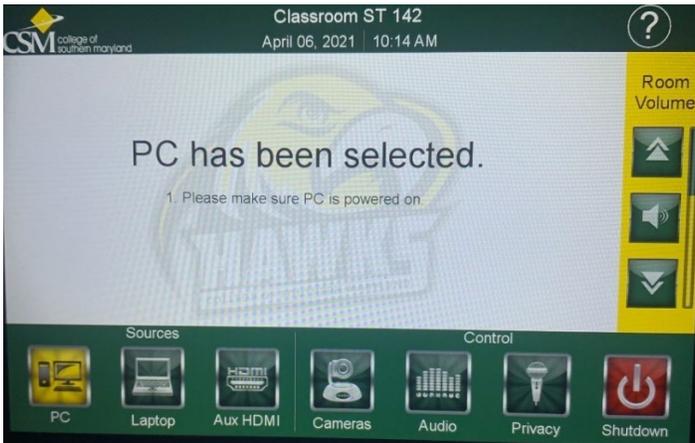
Note, if a system message such as seen below is displayed, contact the Help Desk (ext. 4357). This indicates a communication issue with the podium and projector, which requires technician action.
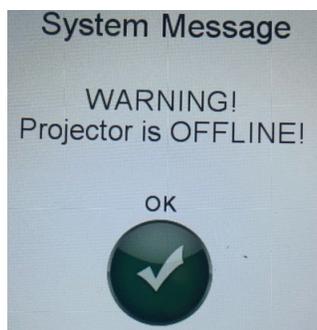
Once the source is selected, the controller screen will confirm. Be sure selected source is powered on.
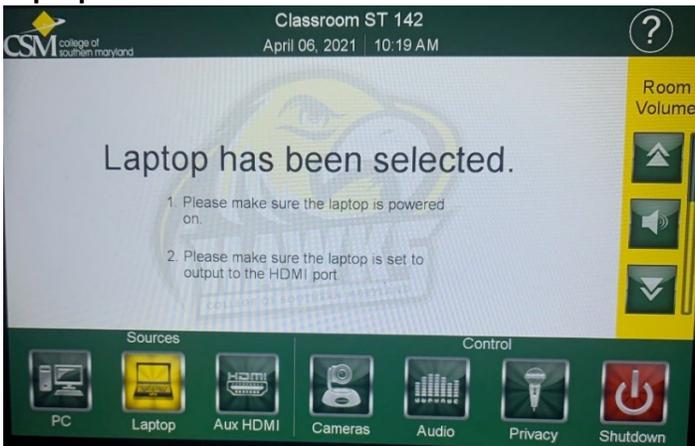
Source selections:

PC

Press the button labeled 'PC' on the switch device on the podium.

Items displayed on the podium computer will be projected.

Laptop

Plug the supplied HDMI and USB cables (on top of the podium) into the laptop. Then press the button labeled 'LAPTOP' on the switch device on the podium.

Items displayed on the laptop will be projected. Room cameras can be controlled by the touch panel on the podium.

Aux HDMI

Use this source to project from an alternate device, such as a document camera.

Reserve devices through the Help Desk. Request equipment well in advance of the date needed, and allow ample time prior to the start of class/meeting to get connected and tested.

Plug the device into the supplied HDMI cable (on top of podium, or in drawer).

Use the **Control** options on the touch screen to adjust cameras and audio technology.
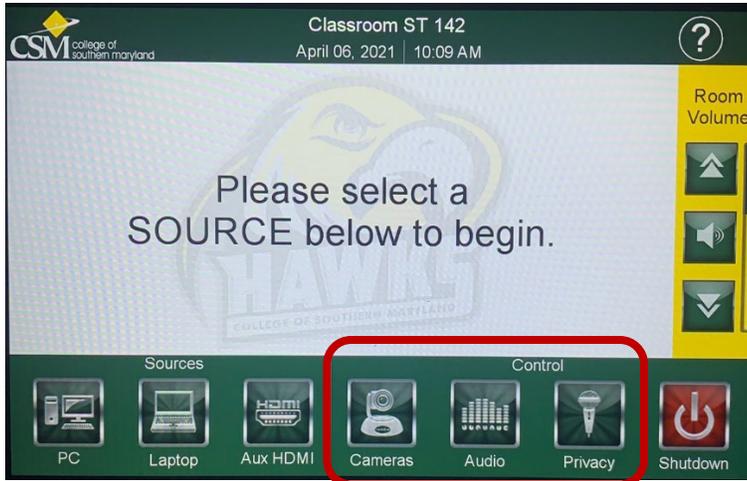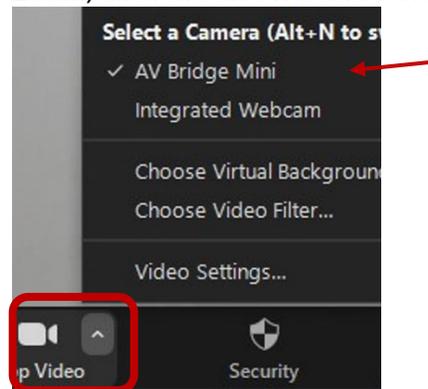

Touch the desired Control.

Cameras Control:

Verify in the meeting application that the room camera system is selected. For example, in Zoom, click the arrow beside the video control.


Rooms are typically equipped with two cameras – one in the front of the room, and another in the rear.

Touch the control for the desired camera. Then, Zoom, Pan or Tilt to achieve desired view. Adjust the other camera as desired, if needed.

Presets allow storing camera settings. However, it is not recommended that individuals store personal settings, which would replace system presets (if any). System presets may achieve the desired view; try those out before making adjustments. Also, storing personal presets provide no guarantee of retention; the next person to use the room may override what is stored.

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Note, when a camera is adjusted to focus on writing on the white board, the text may be reversed. If this is the case, settings should be adjusted in the meeting application. For example, when using Zoom, click the up arrow beside the video control, and select Video Settings. In Settings, select Video. In the My Video settings, unselect the 'Mirror my video' option. Allow a few seconds for the camera to update the display.

Audio Control:
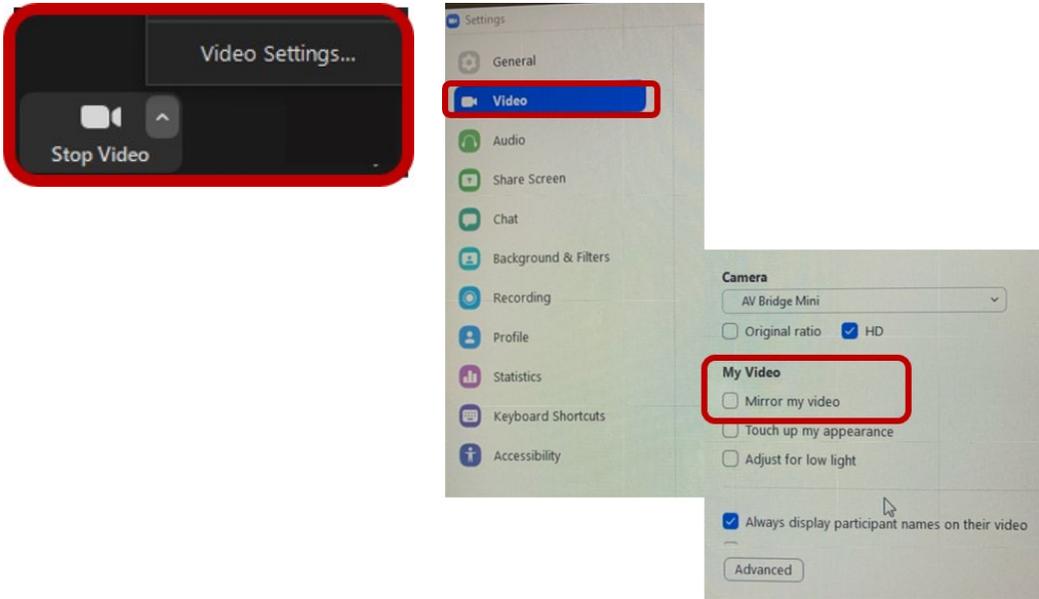
Ceiling mic
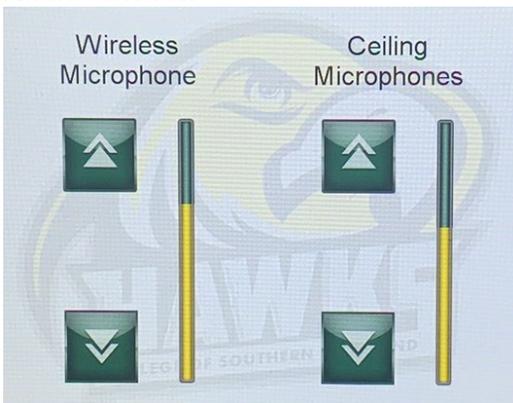
Wireless mic

Rooms are equipped with multiple ceiling microphones. If needed, a wireless microphone should be requested through the Help Desk. Request equipment well in advance of the date needed, and allow ample time prior to the start of class/meeting to get connected and tested.

Touch to adjust to the desired volume.

When using the lavalier wireless microphone:
- Be sure to power it on.
- Check for power; it may need new batteries, which can be provided by the Help Desk.
- Clip the microphone mid-chest.
- The receiver can be clipped where comfortable (like at the waist).
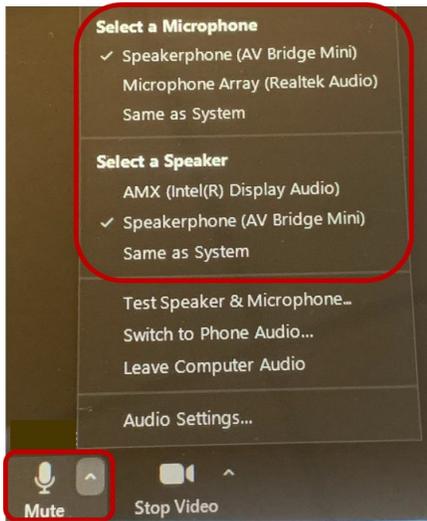- Be sure to turn it off after use to save battery power.

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If issues are experienced with audio, remote attendees hearing the audio, etc., audio settings should be checked and/or adjusted in the meeting application. For example, when using Zoom, click the arrow beside the audio control, and verify the proper selections.

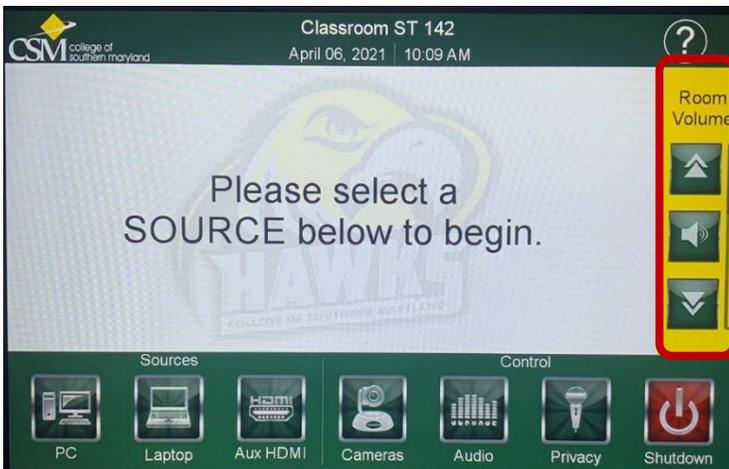Shown here are the typical selections for the classrooms.

Privacy Control:

Not muted   Muted
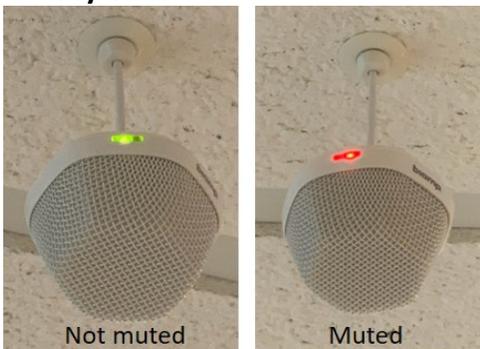
Use Privacy control to mute the room mics. This prevents remote attendees from hearing activity in the room. Touch to mute; again to unmute.

When muted, the light on the mic is red.

Use the **Room Volume** option on the touch screen to control output volume of any source device.


Speakers are installed in the ceiling.

Increase or decrease volume of room speakers.

Touch to mute, again to unmute.

Before leaving the classroom, if another class is not scheduled, it is best to use **Shutdown** to power off all the classroom technology; confirm to shut down system. This is particularly helpful to extend the life of the projector. The display screen will also go up.
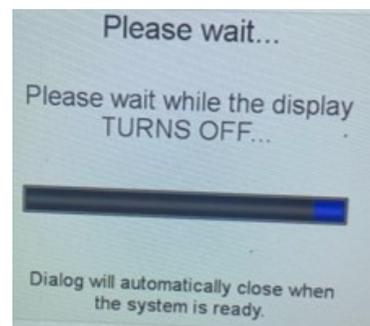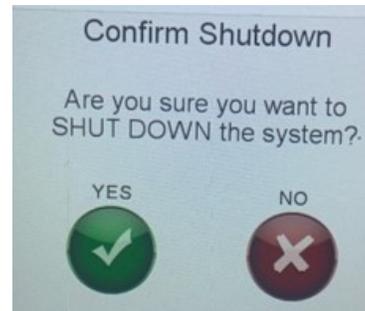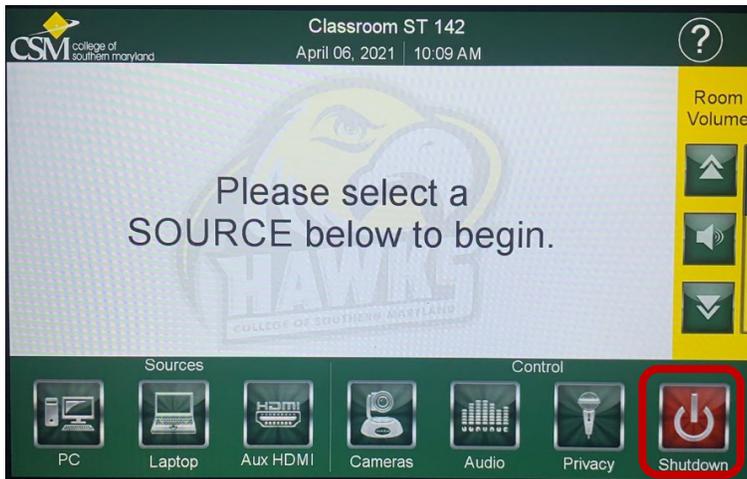
If using the podium computer, restart or log out.

For assistance, contact the Help Desk at extension 4357.