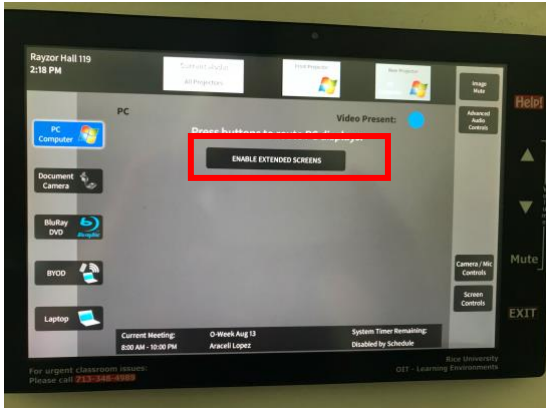


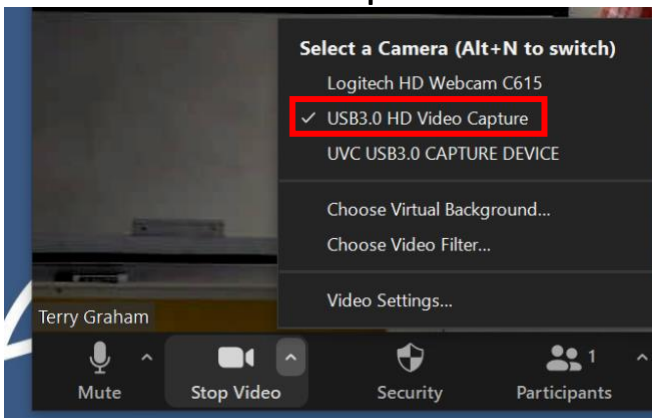
## Classroom Quick Reference Guide Using a Laptop

- You will want to first tap the touch panel located at or near the podium to wake it up.
- Turn **on** the projector and select the Projector setup (if more than one) that you plan to use for your class.
- Select **PC computer** as your source. You **must** select this as it controls all of the monitors, mics, etc. in the room. Even if you plan to use a laptop, you must turn on the PC computer in the room and launch Zoom from it.
- **IMPORTANT: you must log into the computer next before you select anything further on the touch panel.** (We strongly recommend NetID and password for security)



Once the PC has been logged in, press **Enable Extended Screens** on the touch panel.

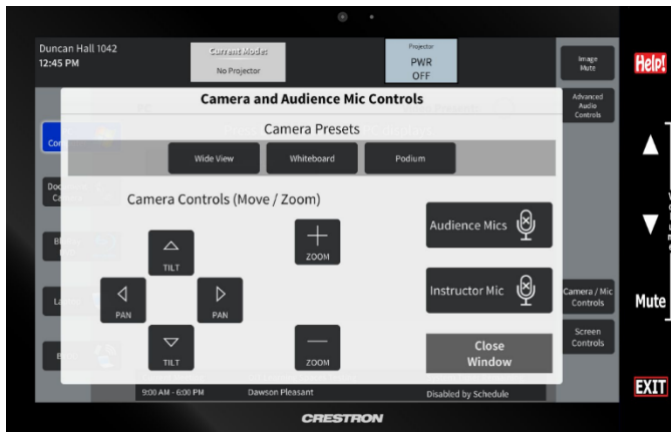
- On the PC, login into Zoom through your Canvas course. In order for you to launch Zoom from both your laptop and the room PC computer, we strongly recommend using Canvas.
- Launch your meeting for your class.
- You will then use your laptop by joining the Zoom meeting as a participant but you will have full control of the session.
- Select the camera you wish to use by clicking on the arrow next to Video in Zoom on the PC computer in the room. If you are in a room with one of the larger cameras, the selection is **USB3.0 HD Video Capture**.



The other option is the small webcam located on the top of each podium monitor. This can be used to turn to the audience to show the students if you wish. Just select the **Logitech HD Webcam** as the video display.

**NOTE: the view from the selected camera will be what your remote students will see for you in Zoom.**

- Select the Camera/Mic button on the touch panel and you will have options for controlling the view of the large camera.

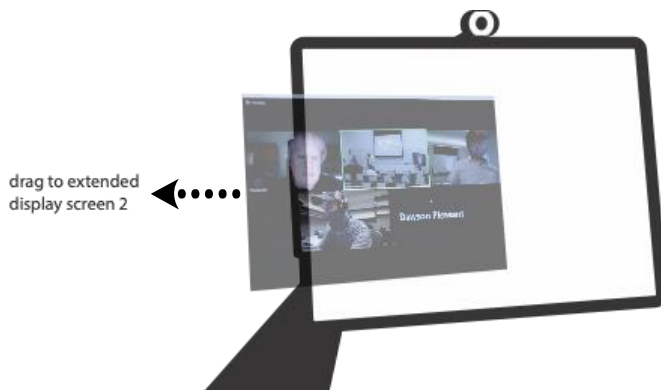
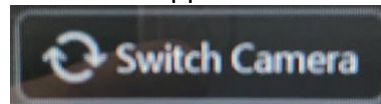


There are several presets you can select as well as the ability to Zoom in or out further on any of these or to further pan left, right, up, or down. You will also find a button on this window to mute your audience mics. Just remember to unmute if you plan to have a discussion with remote and in class students. We recommend using the volume buttons on the touch panel.

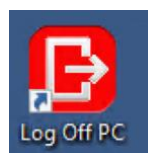
- As participants enter the Zoom meeting, they will appear on the podium monitor and projector display. You will be able to see the gallery view of your students.
- If you plan to show PowerPoint, launch it (if you already haven't) and then **Share Screen** from within Zoom and select **Screen 1**. Your gallery view of students will move to the extended monitor on the cart so you can view them, and PowerPoint or the other application will now show on the PC computer.



If you wish to use the document camera, click **Share Screen**, select the **Advanced** tab, and then **Content from 2<sup>nd</sup> Camera**. **Important:** to toggle between the camera feeds, click the Switch Camera icon in the upper left of the screen.



**IMPORTANT EXCEPTION:** If you are not sharing a screen or using PowerPoint (perhaps using the board) and wish to have the Zoom gallery view display on the extended monitor, manually drag it there.



When you are finished, please click the **Log Off PC** button on the desktop. This will make sure that settings for the monitors, etc. are preserved for the next instructor.