

# Rm 2020 and 2026 Classroom Equipment Operating Instructions

## Introduction

Camera and microphone hardware have been installed in General University classrooms (GUCs) across campus to create a consistent teaching and learning experience across **in-person, hybrid and virtual learning** environments. The installed equipment is supported by Information Technology Services (ITS).

These instructions support the technology available in **Level Two** classrooms. For a list of all current and proposed Level Two classrooms please visit the [General University classroom list](#).

## How to use the classroom computer to control the classroom technology

### Instructions:

1. Prepare the equipment in the room by pressing the **green ON button** on the touch panel.



2. Prepare the equipment in the room by pressing the **PC button** to the right of the screen.
3. Sign into the computer using your normal University user ID and password.
4. Open the applicable conferencing program you wish to use.

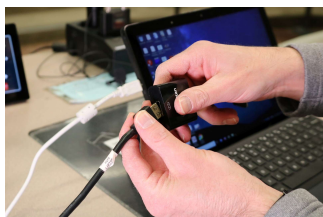
## How to connect your device to classroom technology

### What you need:

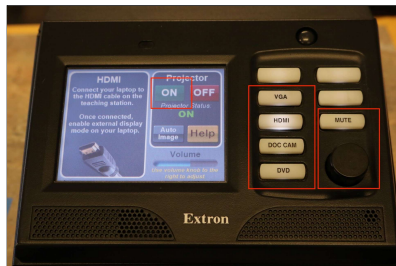
1. Your device, a laptop is ideal.
2. Your device charger.
3. Depending on your device, you may need to use an adapter. ITS does not provide adapters. If you need an adapter, please contact your department IT professional.

### Instructions:

1. To begin, locate the black or white USB/USB-c cable and the HDMI cable on or near the classroom teaching station.
2. Turn on your device and connect the USB/USB-c and HDMI cables to your device. These cables connect your device to the classroom projector, speakers, microphone and camera.



3. Prepare the equipment in the room by pressing the **green ON button** on the touch panel.



4. Use the **source buttons** directly to the right of the ON/OFF buttons to select what is displayed by the projector
5. Adjust the volume of the speakers in the classroom using the knob near the source button. Microphone and media volume are controlled together. **Note:** These controls will not affect the volume of the recording or within the video conferencing software.
6. Open the video conferencing software of your choice. Follow the instructions below to select the classroom microphone and camera within available videoconferencing software.