Rm 2104A 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 the conference room at 2104A.

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 conference room projector, speakers, microphone and camera.

3. Prepare the equipment in the room by pressing the **PROJ ON button** on the right side of the controller.

4. Use the **source buttons** directly under the PROJ ON/OFF buttons to select what is displayed by the projector

5. Adjust the volume of the speakers in the conference room through the local settings on the computer being used. 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 so ware.

How to use the classroom computer to control the conference room technology

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

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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 use the Solstice Pod to project your computer onto the conference room screen:

1. Prepare the equipment in the room by pressing the **PROJ ON button** on the right side of the controller.

2.

3. Use the **source buttons** directly under the PROJ ON/OFF buttons to select **SOLSTICE button**.

4. Turn on your device and open the Mersive Solstice software on your computer.

5. Select the proper room from list in the Solstice program and enter the code on the screen when asked.

6. Adjust the volume of the speakers in the conference room through the local settings on the computer being used. Microphone and media volume are controlled together. **Note**: These controls will not affect the volume of the recording or within the video conferencing software.

7. Open the video conferencing software of your choice. Follow the instructions below to select the classroom microphone and camera within available videoconferencing so ware.