Rm 3022 Classroom Equipment Operating Instructions

Introduction

To create a consistent teaching and learning experience across in-person, hybrid and virtual learning environments, camera and microphone hardware have been installed in general university classrooms across campus. The installed equipment is supported by Informa on Technology Services.

These instructions support the technology available in Level One classrooms, supported ITS. For a list of all current and proposed Level One classrooms please visit the General University classroom list.

In this article, learn how to:

1. How to connect your device to classroom technology
2. How to select a microphone and camera input in a variety of so ware
3. For more information, watch a comprehensive video tutorial for Level One classroom A/V technology

## 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. An adapter is not provided. If you need an adapter, please contact your department IT professional.

Instructions:

1. To begin, locate the black or white USB/USB-cable and the HDMI cable on or near the classroom lectern.
2. Turn on your device and connect the USB/USB-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 **ON** button on the touch panel.
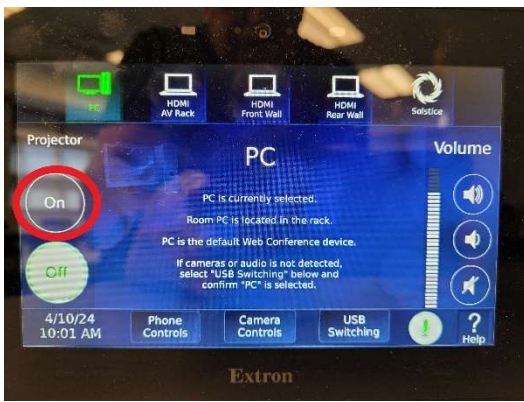
4. Use the source buttons to select what is displayed by the projector(s)

5. Adjust the volume of the speakers in the classroom using the volume controls on the right side of the screen. Microphone and media volume are controlled separately. Note: These controls will not affect the volume of the recording or the videoconferencing software.

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

7. There are three options available for recording your class:
   - Schedule auto recording to Panopto by completing the available classroom recording service request This must be done prior to class. For more information on how to work with Panopto from Canvas, please visit the Center for Excellence in Learning and Teaching (CELT) website.
   - Record your meeting by clicking the record button within the videoconferencing so ware you are using.
   - Insert a USB drive to the available port in the SMP 351 device inside the classroom.

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 **Projector On** button on the left side of the controller.
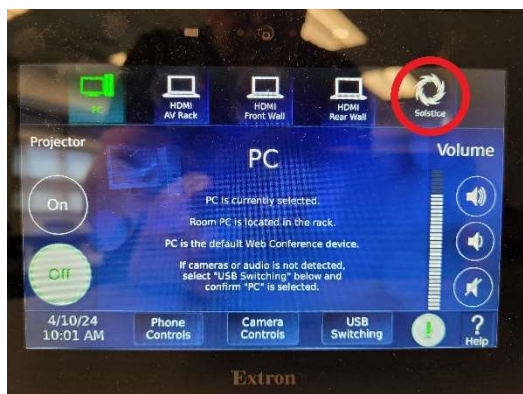

2. Use the **source buttons** to select **SOLSTICE button**.

3. Turn on your device and open the Mersive Solstice software on your computer.
4. Select the proper room from list in the Solstice program and enter the code on the screen when asked.
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 software.

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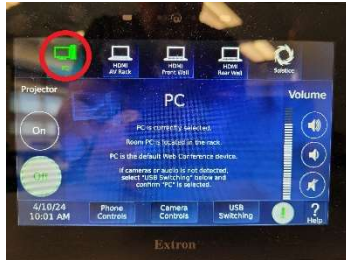
2. Prepare the equipment in the room by pressing the **PC button** to the right of the screen.
3. Sign into the computer using your normal University user ID and password.
4. Open the applicable conferencing program you wish to use.