

Rm 3028 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 software**
3. For more information, **watch a comprehensive video tutorial for Level One classroom A/V technology**

Instructions

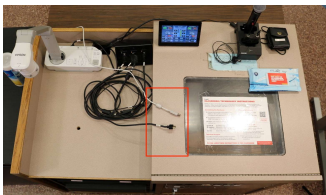
How to connect your device to classroom technology

What you need:

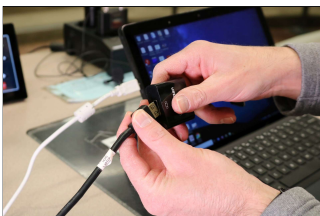
1. Your device, a laptop is ideal.
2. Your device charger.
3. Depending on your device, you may need to use an adapter. An adapter is not provided. If you need an adapter, please contact your department IT professional.

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 green **ON** button(s) on the touch panel. There is one ON button per projector. Be sure to turn on all projectors if they are being used.



4. Use the source buttons directly below the ON/OFF buttons to select what is displayed by the projector(s)
5. Adjust the volume of the speakers in the classroom using the arrow buttons in the middle of the touch panel. Microphone and media volume are controlled separately. Note: These controls will not affect the volume of the recording or the videoconferencing so ware.
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:
 - a. 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.
 - b. Record your meeting by clicking the record button within the videoconferencing so ware you are using.
 - c. Insert a USB drive to the available port in the SMP 351 device inside the classroom.