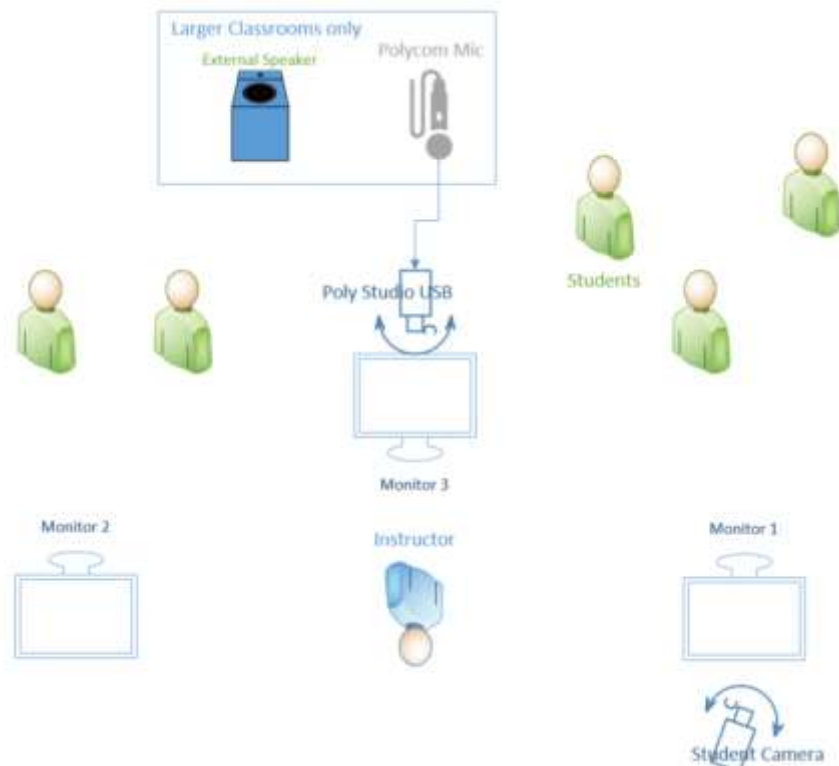**Important Notes:**

- <u>**Do not move the monitor carts**</u>, damage to equipment and cabling could result in the inability to hold class. If you have issues or recommendations concerning equipment location, please email ITHelp@uls.edu.
- Return all remotes, the keyboard, and the mouse to the monitor shelf under **Monitor 2** at the end of class so others can easily locate them.
- Plug the iPad into the charger at the end of class if you unplugged it. If the battery goes dead it may be 10-15 minutes before it charges enough, even when plugged in, before it can be used for the next class.
- Report any problems, dead batteries, etc., as soon as possible so they may be resolved.
- End the meeting and turn off the monitors at the end of class as described below.
- It is strongly recommended that you practice in this room before teaching for the first time and anytime you intend to do anything new or different from what you are used to doing. If you need assistance or training please email ITHelp@uls.edu.

Room Basics (all descriptions assume you are the instructor facing the class):

- **Monitor 1** is to your right, this will display the remote students in Gallery view, above it is the camera that allows remote students to the see the classroom.
- **Monitor 2** is to your left, it will either display the speaker view, or if anyone is sharing a screen, the shared screen will appear on this display
- **Monitor 3** is directly in front of you. It will display the content of either Monitor 1 or Monitor 2 depending on which you have selected. Above Monitor 3 is the instructor's camera, the microphone, and the speaker (Brossman 201 and the Library Lecture Room have an external speaker below the monitor). This camera will automatically track your movement as well as pick up all sounds from the room. The camera tracks best when you are talking. This monitor is located so that the remote students will be in your line of sight when you scan across the in-person class and at the same time it should not obstruct your view of the class. Also, if you are in "presentation mode" you can display your shared screen in front of you allowing you to not have to look over your shoulder to see your slides.
- **Keyboard and mouse:** The keyboard and stored under **Monitor 2** are not needed for class purposes and are used for maintenance and troubleshooting by the IT Staff.
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Basic Operation

- Turn on all three monitors by using the remote control.
    - Stand in front of each screen and point the remote at the screen while pressing the power button.
    - Brossman 201, Valentine 314, and Library Lecture Room only require one remote to start all three monitors. The remotes in Brossman 204 are labeled to indicate which monitor(s) they control.
- Unplug the iPad from the power brick and bring to a convenient location for your use during class
    - IMPORTANT: Always plug the iPad back in at the end of class so it is charged and ready for the next instructor.
- <mark>Troubleshooting tip:</mark> If after a minute or so Zoomrooms does not appear on the monitors check the following (skip this step if the Zoomrooms home screen appears)
    - Check that the computer is on by looking at the power button.
    - If the power button is not lit up on the computer under Monitor 1 press it once.
        - The computer will boot up, log in and start Zoom Rooms automatically. It may take up to two minutes for this process to complete.
    - If you do not see the Zoomrooms screen but instead see a login.
        - Make sure the user is ULSGuest.
        - Enter a password of United@2 (case sensitive).
        - After a minute or so the Zoomrooms window should open on its own.
- Press the Home button on the iPad to wake it up if the screen is dark.
    - To start a scheduled meeting.
    - Tap **Meeting List** on the iPad.
    - Select and start the correct meeting from the list.
    - If your meeting is not in the list tap **Join** on the iPad and enter the meeting number and passcode when prompted.
- Choosing the source for **Monitor 3**
    - Using the silver remote labeled "**Monitor 3 Switch"** you can display the contents of either **Monitor 1** or **Monitor 2** on **Monitor 3** this will eliminate the need to turn around to see either the class or the shared screen
        - Selecting **Monitor 1** will show you all participants in Gallery view, this allows the remote students to be in your eyeline when you are scanning across the in-person students.
        - Selecting **Monitor 2** will allow you see either the speaker view or allow you to see the shared presentation, this may make it easier for you to present during time when you may not need to take input from the class as you can see your presentation directly in front of you without having to turn away from the class.
        - <mark>Troubleshooting tip:</mark> If the silver remote does not work to switch the display go to the shelf under Monitor 1 and press the small button on the top of the stack of three small boxes to change between Monitor 1 and 2, also report the situation to ITHelp@uls.edu after class.
- Camera Controls
    - You can turn off the cameras by pressing **Stop Video** on the iPad.
    - To change the active camera, tap Change View on the iPad.
    - The instructor camera is located above Monitor 3 and will auto track the instructor as they move around and speak, when possible try not to stand directly in front of one of the monitors.
        - <mark>Trouble Shooting Tip:</mark> If the camera is not tracking you follow this procedure
            - Tap Camera Control
            - Make sure Auto Framing is selected
            - Click Done
            - If you still have issues email ITHelp@uls.edu
    - To adjust the composition of the class camera, follow this procedure. This should only be done for the classroom camera, not the instructor camera which will auto track the instructor.
        - Make sure the classroom camera is displayed
        - Tap **Camera Control**.

- Use the zoom, up, down, left, and right arrows to adjust the composition of the image.
- There are also labeled presets you can select.
- Click **Done** when you have adjusted the camera to your liking.

- In room sound settings
  - You can mute and unmute the mic by pressing **Mute Microphone** on the iPad. The light on the front of the camera bar above **Monitor 3** will be red when the mic is muted.
  - The volume will default to around 25% when a meeting starts, move the slider on the iPad to about the 75% mark to start and adjust from there
  - The camera bar above **Monitor 3** serves as the mic and speakers in Valentine 314 and Brossman 204, there are no external components
  - In Brossman 201 and the Library Lecture room there is a separate mic mounted above the camera and a speaker below **Monitor 3**.
    - <mark>Troubleshooting tip:</mark> If there is no sound in Brossman 201 or the Library Lecture room check the following
      - Volume slider is up to 75% on the iPad
      - On the top of the speaker tower located under Monitor 3 the yellow Aux light should be on. If it is off, press the power button in the center of the control panel on top of the unit.

- To share content (PowerPoint, etc.)
  - Tap Share Content
    - Enter the share.zoom.us into a web browser on the computer you would like to share
    - At the bottom of the screen select click on **Enter a Sharing Key to present**
    - Enter the 6-character **Sharing Key** (this is all letters, not the meeting number) This will share your screen, your audio and allow for video playback. It also mutes your speakers and does not turn on the mic
    - When the content is shared click **Done** on the iPad
  - Note: You can also join the meeting using the normal link and meeting ID however, if the computer is in the classroom make sure the sound and microphone are muted to prevent feedback.

- When done click **End** and **End Meeting for All** on the iPad
  - Note the **End Meeting for All** may be in small text below the **Leave** button.
  - If the meeting is not over but you are the host, you can assign the hosting duties to another user.

- Turn off all three monitors with the remote. Please note the Samsung remotes have a dedicated Off button in the upper right corner, this allows you to turn off the monitors without accidentally turning on another monitor.

Special Uses

- To share a computer screen in the room without connecting to a remote site tap **Presentation** on the **iPad** and

  - Tap Share Content

  - Enter the share.zoom.us into a web browser on the computer you would like to share

  - Enter the meeting ID

  - Follow the prompts on screen

  - When the content is shared click Done on the **iPad**

- Recording Meeting

  - Meetings can be recorded by pressing the record button on the iPad.

  - To save the recordings please download them by logging into https://zoom.us

    - Click on Recordings.

    - Click on the desired recording and download.

    - Recordings may be deleted after two weeks due to storage limitations.

    - Email ITHelp@ULS.edu if you need assistance with recordings.