

# How to Present in the Classroom and Record via Zoom

## 1. Turn on the projector and lower the screen

- The **Extron panel** is the small screen on top of the podium; touch this screen to power it up automatically
- The projector screen at the front of the room will automatically come down




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## 2. Connect to the projector to present class materials/content

There are several ways to connect your class content to the classroom projection system. This depends on what device your presentation is on, for example, your own laptop computer or a flash (thumb) drive. Follow the directions below based on your chosen method.



### Option A: Using the classroom computer with your own flash (thumb) drive:

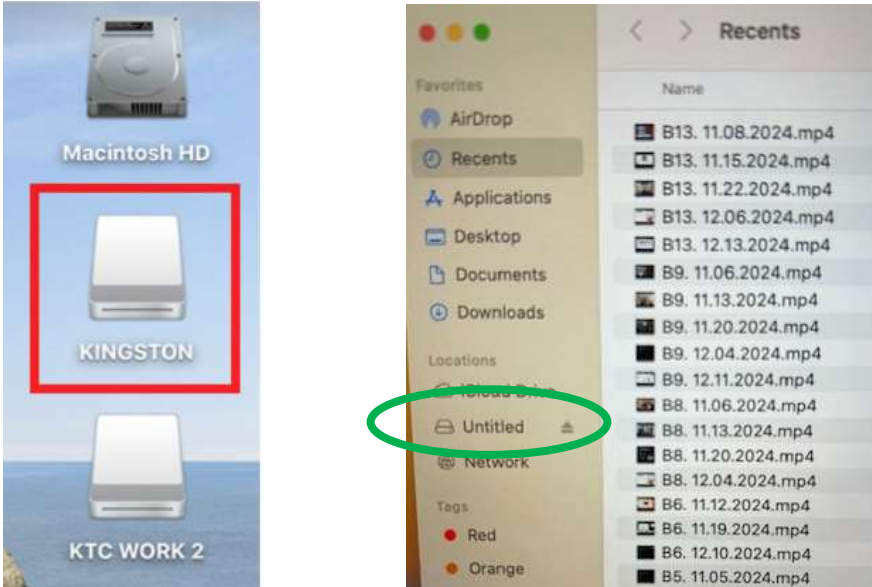
1. Turn on the **classroom computer (Mac)** located on the podium if not already on; the **power button**  is located on the back side of the monitor in the lower-left corner.
2. Log in using these credentials:
  - **Username:** AU Labs (select this username on the main screen)
  - **Password:** student (**all lowercase letters**)
3. Insert your USB flash (thumb) drive if needed; USB ports are located on the back side of the computer monitor.



Alternatively, you can use the USB port located on the lower left-hand side of the keyboard:





4. Use the **Extron panel** to select the classroom computer (MAC) as the input source
5. Go back to the Mac computer to locate and open your class materials:
  - Locate your thumb drive from the **desktop** (see example in image below)
  - **OR** click the **Finder icon**  at the bottom of the screen; then, on the left-hand menu, locate your USB flash (thumb) drive next to this symbol 

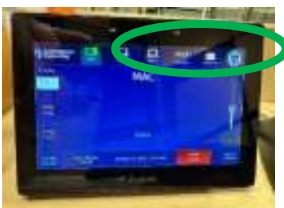


6. Click on your thumb drive to open it and access your presentation/materials

**Option B: Using your personal laptop (PC or Mac):**

1. Connect your laptop using the provided **HDMI or USB-C cable**; which cable you use depends on the **type of port** on your personal laptop
  - **HDMI Port:** Wide with angled edges 
  - **USB-C Port:** Small, oval-shaped port 

2. Use the **Extron panel** on the podium to select the corresponding input (**HDMI or USB-C**)



3. Open your presentation/class materials on your computer

### 3. Connect to a microphone in the classroom

Make sure to use the available microphones for better audio output. There are three options in this classroom; **refer to the Microphone Job Aid** located in the classroom binder for specific instructions on how to set them up.

### 4. Connect to Zoom to record the class session

#### Step 1: Setup Zoom

1. From the MAC computer, click the **Zoom icon** on the desktop or taskbar (**Important:** If a previous username appears in the Zoom app, **do not** log in as them; use "join meeting" instead)
2. Click **Join** or **Join a Meeting** and enter the **Meeting ID and Password** or use the link provided to you by WISE; you can also access the link from the [course/meeting web page](#).
3. Once you have joined, confirm the meeting is being recorded by looking for the **"Recording"** label at the top-right of the screen. If it's missing, manually start recording by clicking the Record button or selecting Start Recording under the **More** menu (three dots).
4. **Claim the Host Role** by clicking the Claim Host button on the lower right-hand side of the screen. When prompted, enter the **Host Key 082311** (used for all WISE classes and meetings)

#### Step 2: Test the meeting audio

- Click on the **upward arrow (^)** next to **Audio (microphone icon)** at the bottom left of the Zoom screen (NOTE: The microphone needs to be **unmuted** throughout your presentation)
- Select **Test Speaker & Microphone** from the pop-up menu and follow the prompts to ensure both the speaker and microphones are working properly
- Refer to the **Zoom Host Guide** in this binder for more help if needed



#### Step 3: Select the Classroom Camera

- Once the Zoom meeting is live, look for the **Video** icon at the bottom left of the Zoom screen; if the video is off there will be a red line through it; click this icon to **turn on the Video**



- To confirm that you are connected to the classroom camera, **select the upward arrow (^)** next to the **Video icon**
- If needed, from the pop-up menu, select the classroom camera **(1E1B-INOGENI SDI2USB3)**

#### Step 4: Share the Zoom Screen


- In order for the recording to have your content, you must **Share** what you are presenting
- Refer to the [Zoom Host Guide](#) for instructions on how to share content in Zoom

## Shutting Down the System/Closing Out

End the Zoom meeting by selecting **Leave Meeting** at then "**End Meeting for All**" to close the meeting and stop the recording

On the **Extron Panel**, hit the **RED Power Down** button at the bottom of the screen; this will turn off the projector and retract the screen



On the podium computer (Mac), **eject your USB flash drive** safely by clicking the **Eject Button**  next to the item's name in the Finder sidebar. You can now unplug the flash drive from the back of the monitor.

**OR**

**Disconnect all cables (HDMI/USB-C)** from your laptop

If needed, make sure to **reconnect the cables** to the best of your ability back to the classroom computer. This ensures the equipment is ready for the next user.

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## Additional Tips/Troubleshooting

If there are **connection issues**, ensure the correct input is selected on the Extron panel:



If the **projection screen does not come down**, do the following:

- On the left corner of the **Extron Panel** find the button that says "**Screen Control**"; press this button to bring up the screen controls
- Press the **down arrow** for the screen to come down
- Press the **up arrow** to make the screen go up

If the **classroom camera** does not show the right part of the room, you can **adjust the camera**:

- Look at the screen or computer to see what the camera is showing
- Manually adjust the camera using the **Extron panel**
- On the bottom on the Extron panel, select **Zoom Camera Control**



Here are some of the functions available related to the classroom camera controls:

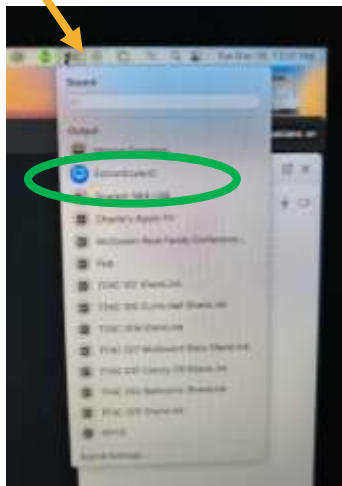
### Back of Room Camera #1 Control buttons:



- **Manual Camera Movement:** To manually move the camera, use the following directions: Up, Down, Left, Right, Diagonal Left-Up, Diagonal Left-Down, Diagonal Right-Up, and Diagonal Right-Down.
- **Auto Tracking:** To enable the camera to automatically track movement in the room, press the **Auto Tracking "On"** button. The camera will follow people or objects within its view. To disable auto tracking, press the **Auto Tracking "Off"** button.
- **Zooming the Camera:** To zoom in on a specific area or person, press the **+** button. To zoom out and capture a wider view of the room, press the **-** button.

If the **audio in the room is not working**, do the following:

1. Open the **Sound** control on the classroom Mac and ensure that **ExtronScalerD** is selected



2. Confirm that the volume on the **Extron Panel** is turned up



3. Confirm that BOTH the **Extron Receiver** and **Amplifier** (located in equipment rack behind podium) are powered ON

