
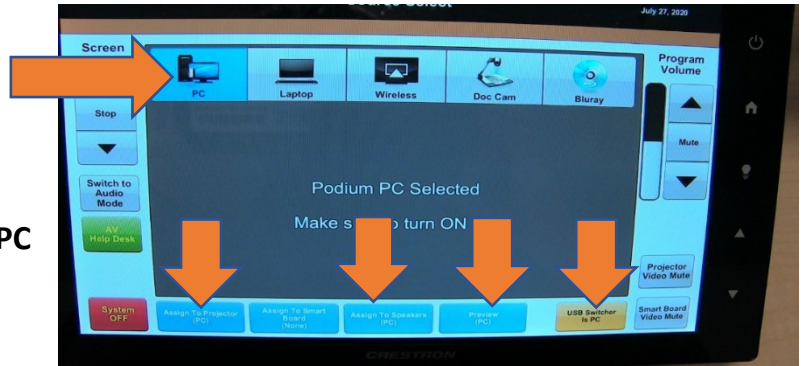


How to Use Classroom Systems with Zoom

1a

CLASSROOM COMPUTER

1. Turn on PC at the podium.
2. Turn classroom system on via the touch panel.
3. Select **PC** on the top menu of panel and **PC** on each option at the bottom.
 - a. The PC's image will display on the left monitor screen (use this screen for sharing content and in room display).
 - b. The right monitor screen serves as an extended desktop for the PC which allows you to use the right monitor as a second monitor (use this screen for preview or other items not intended for screen sharing or projecting).
 - c. To ensure that your screen is extended press "windows key"  on keyboard + the "P" key and choose **extend** from menu.



NEXT: MOVE TO STEP

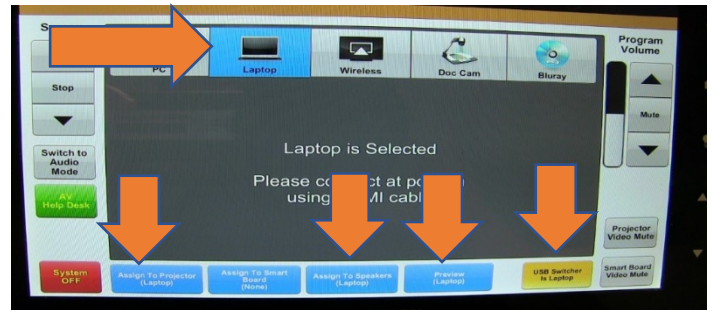
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1b

LAPTOP

If you are using your laptop please connect the USB cord and HDMI to your laptop, then turn on the Crestron touch panel/route your sources, then access your Zoom meeting. We have found that this order sequence of starting your class results in the smoothest use of the classroom system.

1. Connect the USB cable and HDMI cord to your laptop. (Mac will require additional cables)
2. Turn on PC at the podium.
3. Turn classroom system on via the touch panel.
4. Select **Laptop** on the top menu of panel and **Laptop** on each option at the bottom.
 - a. The Laptop's image will display on the left PC monitor screen as a duplicated image of your laptop or an extended display of your laptop. You can select how you would like it to display by pressing the "Windows" key the letter P key. This will display options for you to select. You may choose your preference between "duplicate" or "extended."




NEXT: MOVE TO STEP

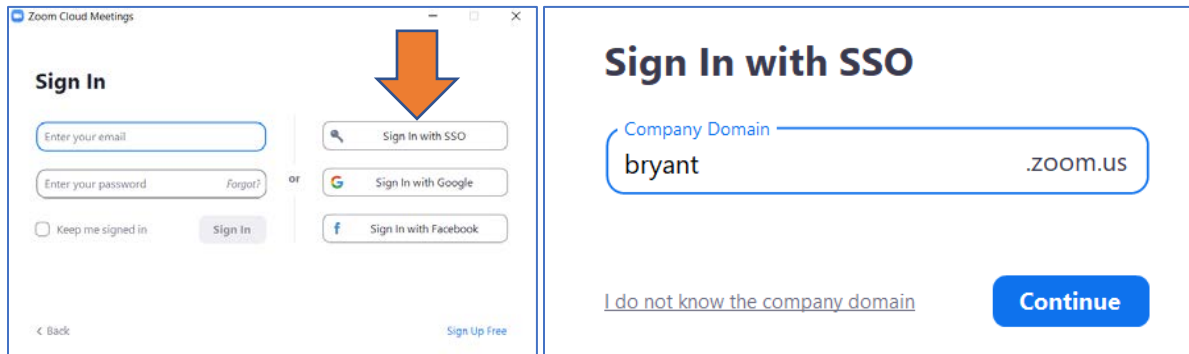
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2a

USING ZOOM

1. If you are using Zoom open it from the desktop icon  , bryant.zoom.us, or your meeting link in Blackboard and log into your Zoom account using your Bryant credentials (email username and password).

You must select Sign in with SSO, you will then see bryant.zoom.us, click continue.



1. Start your class/meeting in Zoom. If needed start the recording of your class.

2. Adjust the **Video and Audio Settings** within Zoom.

The **“Start/Stop Video”** icon will show **Select a Camera** to select video view for the class.

- Logitech Brio** options show views of the classroom **the podium** area of your room as your video.
- Aver USB Camera** will show the **document camera** (this is a whiteboard alternative option to display writing you wish to do in class).
- HP HD Camera or other built in laptop camera (LAPTOP ONLY)** will use your laptop camera.




The **“Audio/Mute”** icon will adjust audio settings.

- The **Select a Microphone** section should be set to **“Echo Cancelling Speakerphone Ease USB Mixer/Amp.”**
- The **Select a Speaker** section should be set to **“Crestron Intel R Display Audio.”**
- These two settings will allow for the audio from the classroom to be picked up from the mics build into the ceiling so individuals at a distance may hear what is being said and it allows the speakers in the classroom to share the audio of what individuals are speaking at a distance back into the classroom.



2b

USING BLACKBOARD COLLABORATE

1. If you are using Blackboard Collaborate join the session from your Blackboard course site.
2. Once logged in, open the Collaborate Panel from the lower right-hand corner and click settings icon. 

- a. Select Set Up Camera and Microphone
- b. If asked to ALLOW us.bbcollab.com to use your camera/microphone - click allow.
- c. Choose microphone from drop down list, ensure audio works, click “Yes, Audio is Working”
- d. Choose camera from drop down list, preview video, click “Yes, Video is Working”
- e. Close Collaborate Panel
- f. To start sharing audio and video
 - i. Click microphone icon at bottom of screen
 - ii. Click camera icon at bottom of screen, view preview, click Share Video

