

Start the System

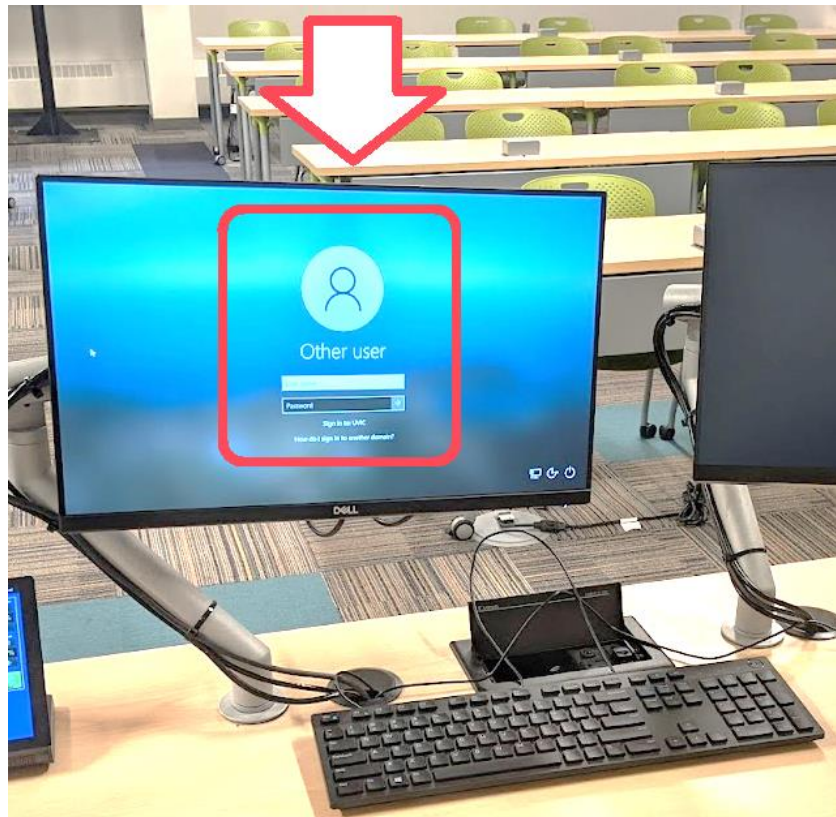


1. Upon arriving in the Classroom – open the instructors AV cabinet by unlocking the door shown above.



2. Inside the cabinet locate a small switch with two buttons – “Lock” and “Unlock”. Press the **Unlock** button to start up the AV system.

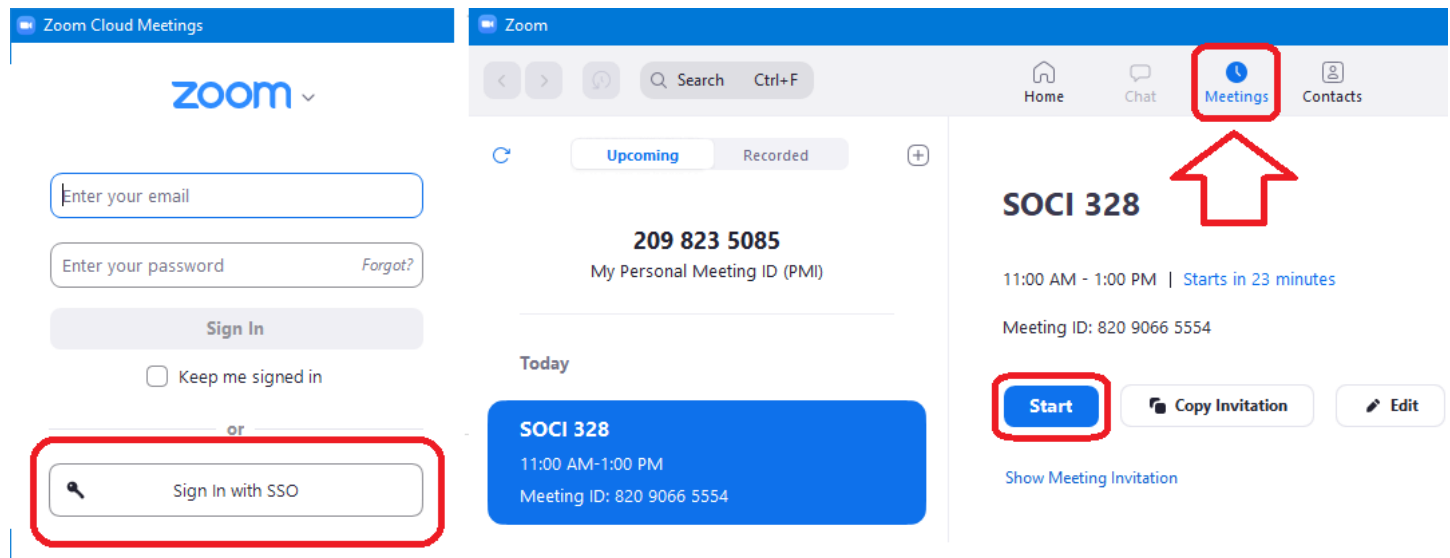
Start the Zoom Call



3. Next - log into the computer using your UVic Netlink ID and Password.

When your desktop has loaded log into Zoom and begin your Zoom session.

You likely find your Zoom session under the “Meetings” tab in the Zoom app once you’ve logged in.



4. After clicking “Start” to begin your Zoom meeting you should see the session open on your left desktop monitor.

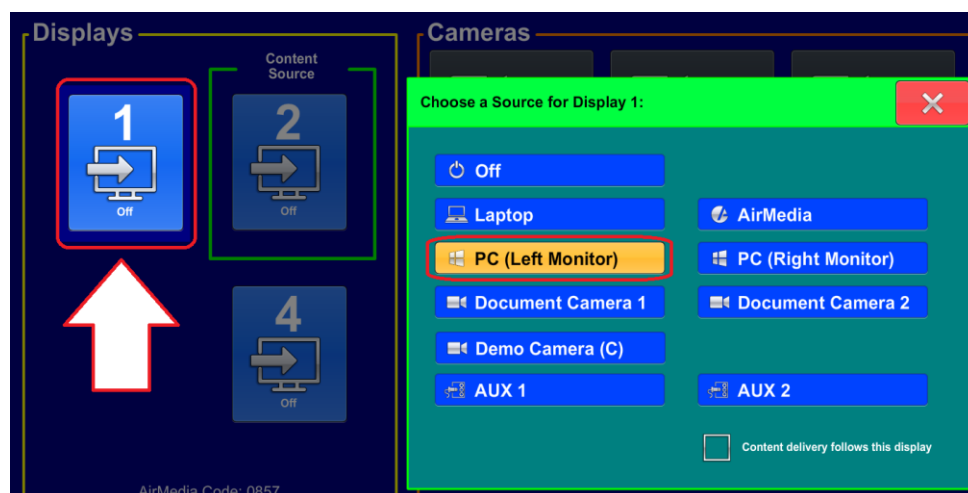
Operate Zoom from that left-hand monitor and use the right-hand desktop monitor for your materials.

Selecting your Displays

After starting your Zoom session and with the Zoom session now visible on your left desktop monitor – turn your attention to the small touchscreen control panel to the left of the keyboard. The touchscreen allows you to control what is displayed on the monitors in the classroom.



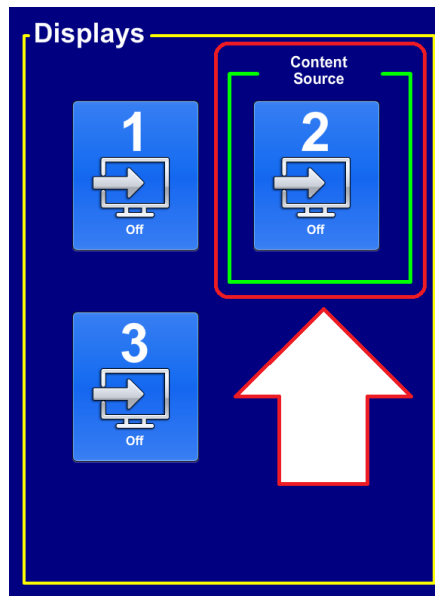
1. On the touchscreen panel – first find the icon for Display #1 and press it.



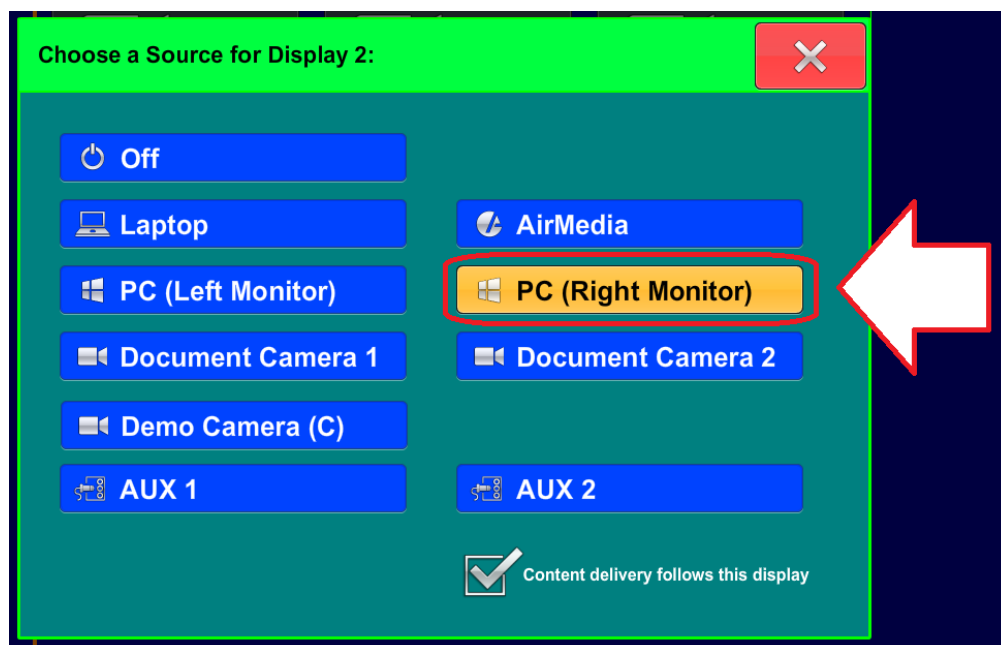
2. Then choose the source by selecting the option of **“PC (Left Monitor)”** in order to send the feed from the left desktop monitor to Display #1 at the front of the room.

Press the red “X” in the top corner of the window to **close** the menu.

3. To choose the feed that you would like to show on **Display #2** at the front of the classroom – on the touchscreen panel choose the **Display #2** icon as shown above and then select which desktop monitor or source that you wish to show from the menu as seen below.



Here we’ve chosen to show the feed from **“PC (Right Monitor)”** on Display #2.



4. *Sources can be changed at any time by repeating these prompts – selecting the display that you wish to control and then choosing other sources such as Document Camera, Demo Camera and Laptop that you would like shown.*

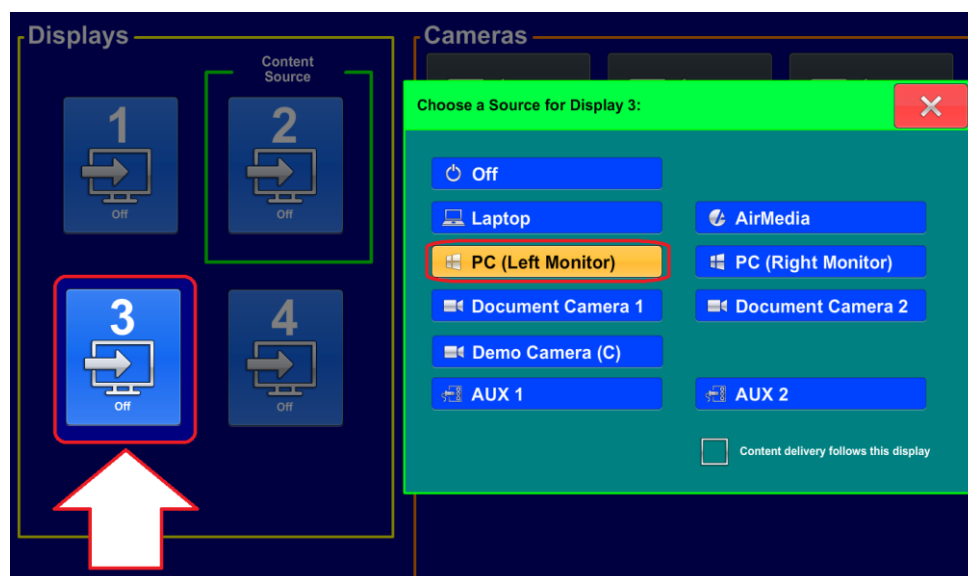
Checkpoint

Here is what your students will see while oriented towards the front of the room.



Touchscreen Settings (cont'd)

5. Repeat the steps from the earlier instructions for Displays #3 and #4 if desired. Set the source for Display #3 to "PC (Left Monitor)" and set the source for Display #4 to "PC (Right Monitor)".



Sources can be changed at any time by repeating these prompts – selecting the display that you wish to control and then choosing other sources such as Document Camera, Demo Camera and Laptop that you would like shown.

6. Finally, press the red “X” to **close** the menu.

Checkpoint

Following these steps should provide you with two displays at the back of the room showing the feeds from your left and right desktop monitors as seen in the picture below.

Notice that your main window appears on the left side while your materials appear on the right side.

You can easily change these displays by selecting the appropriate display icon from the touch screen control panel and then choosing a different source. For example you may elect to have both of the displays in the room show your materials from the right desktop monitor.

This may be more optimal in a session where you are sharing your screen but in Zoom you must be careful to select exactly which monitor you would like to share over Zoom – you can only choose one source at a time. More on details on sharing your screen can be found near the end of this guide.



Selecting your Camera

To select the camera to use so that remote attendees can see you – examine the touchscreen control panel and find the list of available options along the top of the touchscreen. You'll notice that the cameras are identified by letters that correspond to labels located right beside the actual camera.

There are four other cameras arrays available in the room. By default most instructors will use **Camera "B"** located high at the rear of the classroom to capture the image of themselves at the front of the room.

Camera "A" uses a dual-camera system that can locate and track to focus in on students in your audience as they speak.

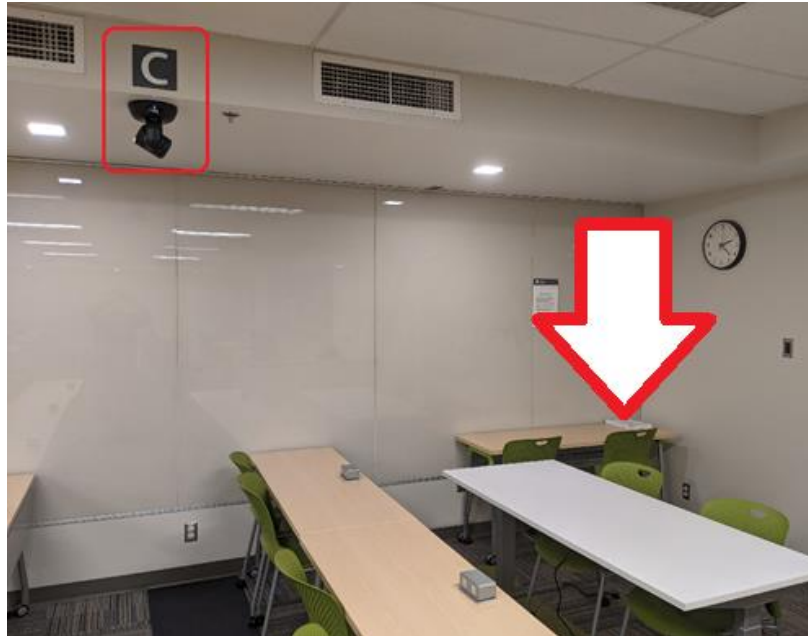
The tracking can be disabled to produce a locked off shot of the audience.



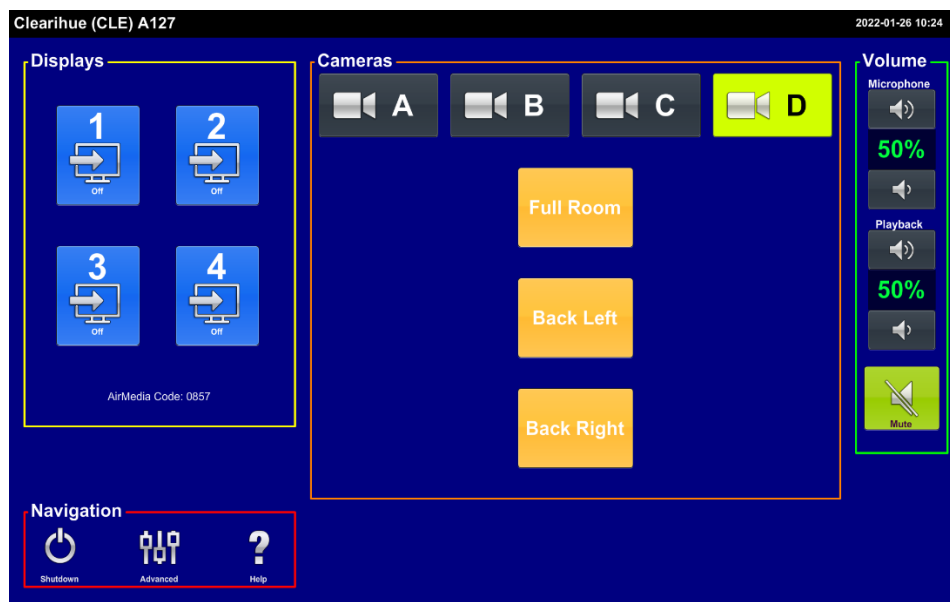
Camera "B" is the most commonly selected camera in the classroom and can capture the instructor at the front of the room and track and follow them as they walk. Like **Camera A** – tracking can be disabled within the settings on the touch panel. **Camera B** also has four pre-sets that allow for easy adjustment to a preferred zoom-level at the front of the room.



Camera “C” is a demo camera located near the front-right corner of the room and can be used to demonstrate physical items in that area of the classroom. There are four pre-sets for **Camera C** – providing varying levels of zoom.

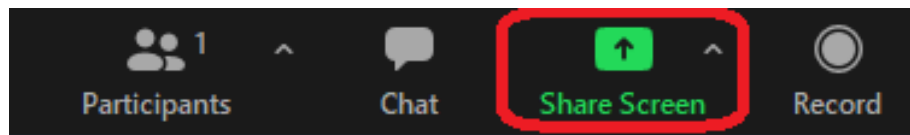


Camera “D” located in the left-hand corner of the room can be used to capture a wide pan shot of the audience in the room but is more rarely useful in a typical classroom format. Like **Camera B** – **Camera D** has a number of pre-sets that will allow the camera to easily re-focus on a desired portion of the room.



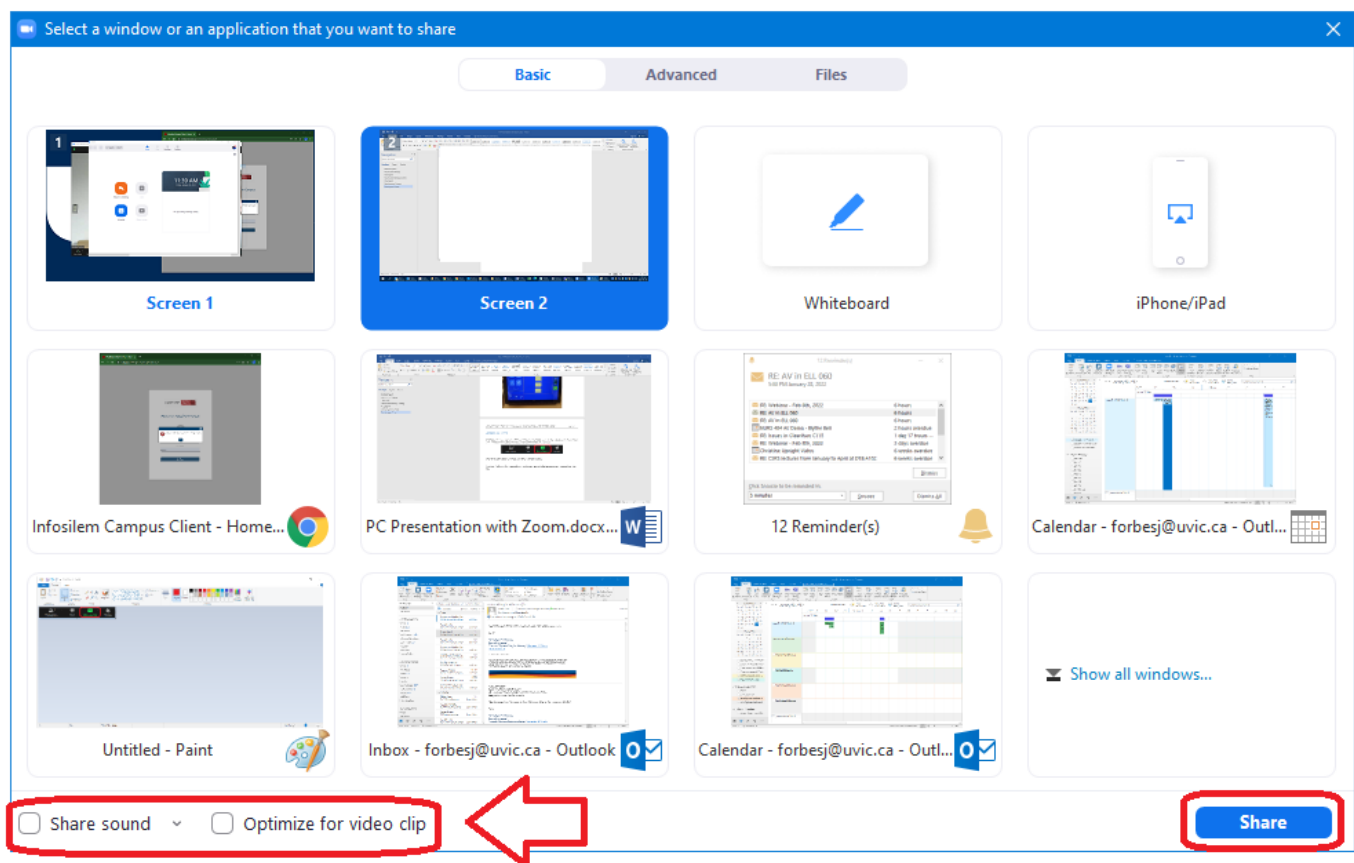
Sharing your Screen

Now that you have your materials visible on the monitors in front of you and on the large display screens throughout the room – look along the bottom of the Zoom toolbar and find the “Share Screen” icon.



Press the icon and choose your content from the list of options available.

If you intend to show a video or play audio for your students – be sure to click the checkboxes along the bottom of this menu,



When the Share Screen launches it can be controlled through the toolbar located by default along the top of the monitor.

