Setting Up:

- ***Touch Screen*** **– Tap Start**
- ***PC*** **– Launch "Zoom or Canvas" if needed**

Input Selection:

- ***Touch Screen*** **– Select the appropriate input & choose preferred individual displays or All Display**

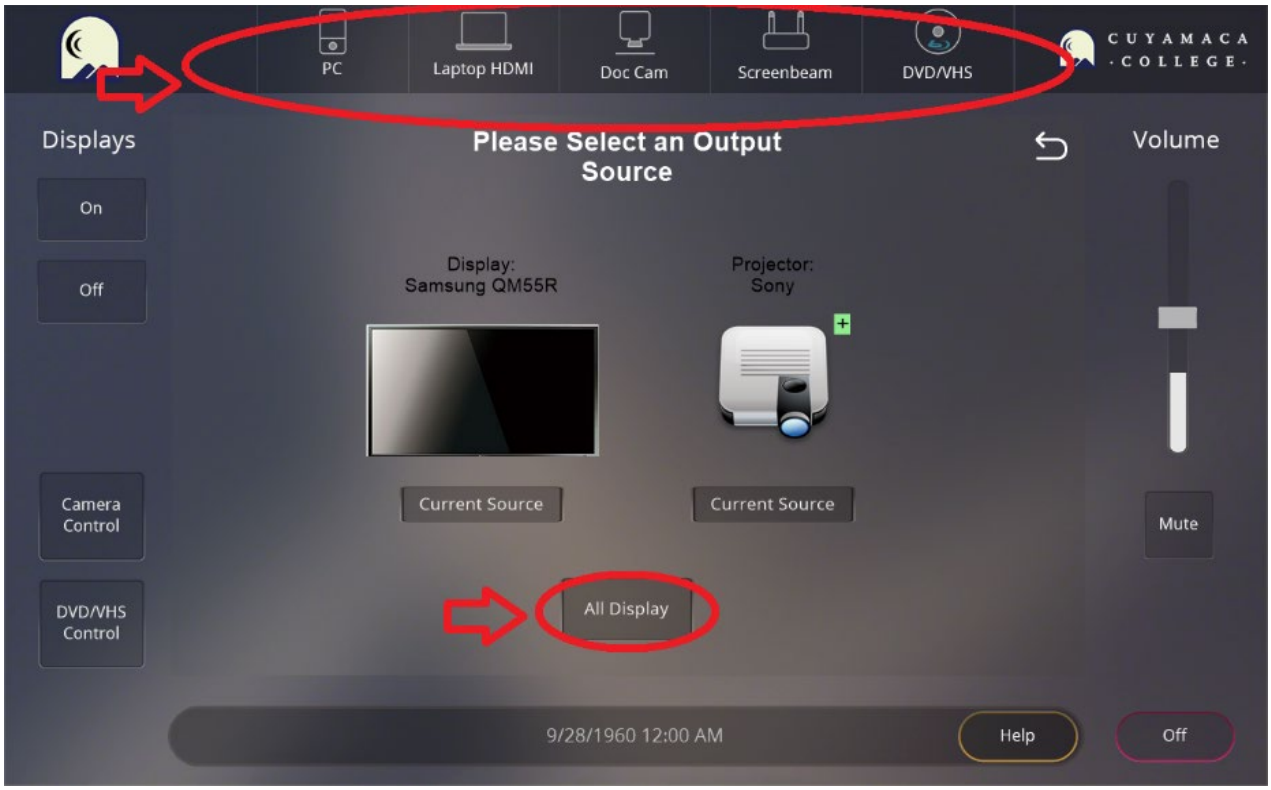
  PC – Lectern PC

  Laptop – HDMI cable on lectern for hookup.

  Doc Cam – Lectern document camera *in side drawer or on desk*

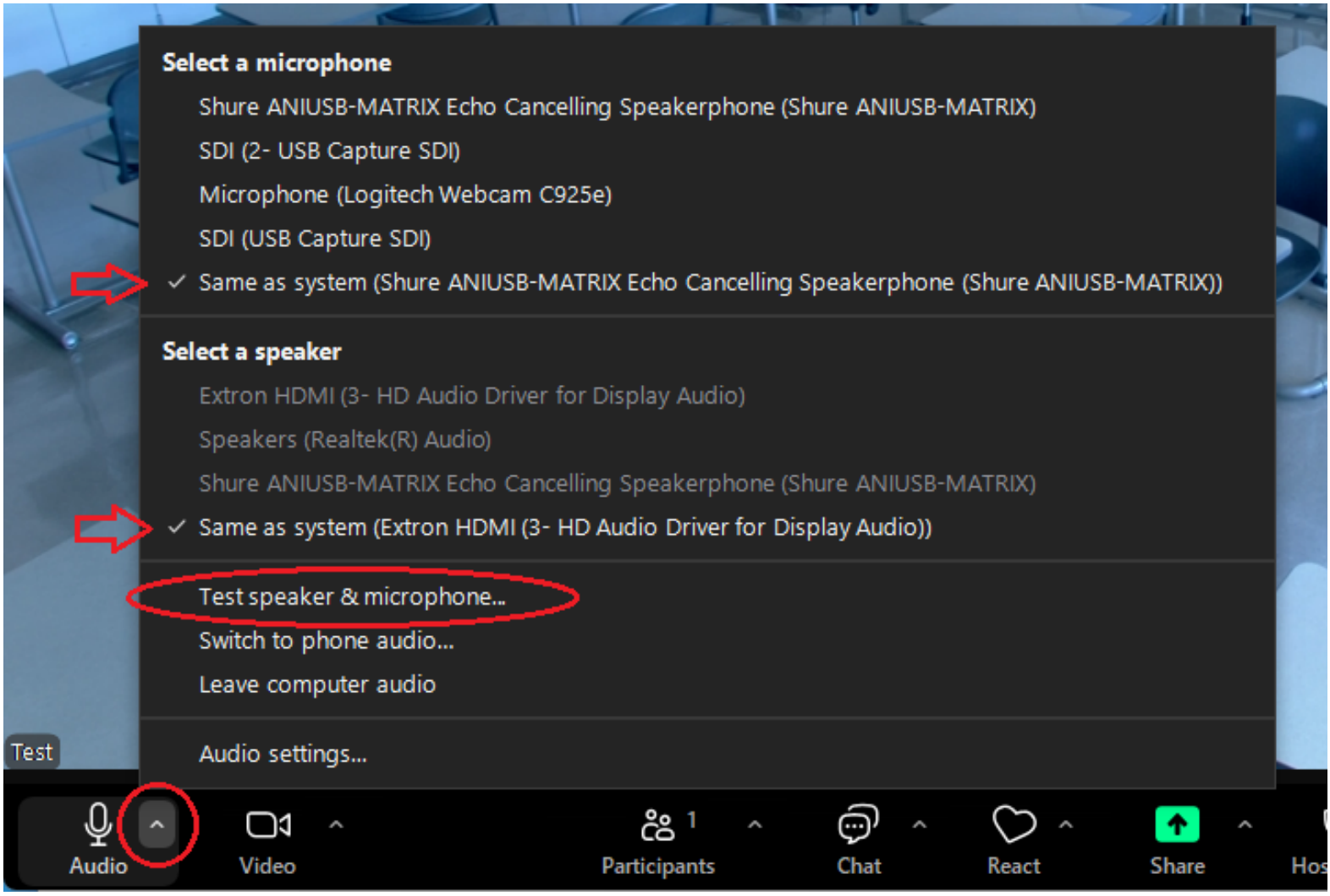
  ScreenBeam / Wireless Sharing – Wirelessly share your screen from any device to classrooms display (Instructor or students, instructions to connect will show on splash screen when selected)

  DVD / VHS – DVD / VHS player inside lectern



Zoom Controls:

- ***PC Zoom*** **– "Join a Meeting" or "Sign in"**
- ***Verify Audio*** **–** Click **"Test Speaker & Microphone"** (typically select **"same as system"** for both microphone and speaker option, if that does not work test other options available such as, **"Shure ANIUSB Matrix"** for microphone & **"Extron HDMI"** for speakers)
- ***Verify Camera*** **– Select "USB Capture SDI" or similar for PTZ cameras or "Logitech Webcam" for webcam above monitor**



Camera Controls:

- ***PC Zoom*** **– Switch between cameras using Zoom or canvas**
- ***Touch Screen*** **– For camera controls tap Camera Control**

(Verify cameras are on, blue light on PTZ cameras indicate powered ON)

(Tap "ON" under camera power if off, Note: cameras takes a minute to power on)

(Tap "Camera 1" or "Camera 2" for individual controls for movement or zoom)

(Tap the "Home Icon" for easy automatic default position for each camera)

(Tap "Arrows" to move selected camera or "- Zoom +" for zooming in & out)

(Tap "Auto Tracking" for camera tracking to follow you if needed)

Display Controls: (optional to select classrooms)

- *Touch Screen* – Tap "Display Control" for individual power to projector or LCD displays

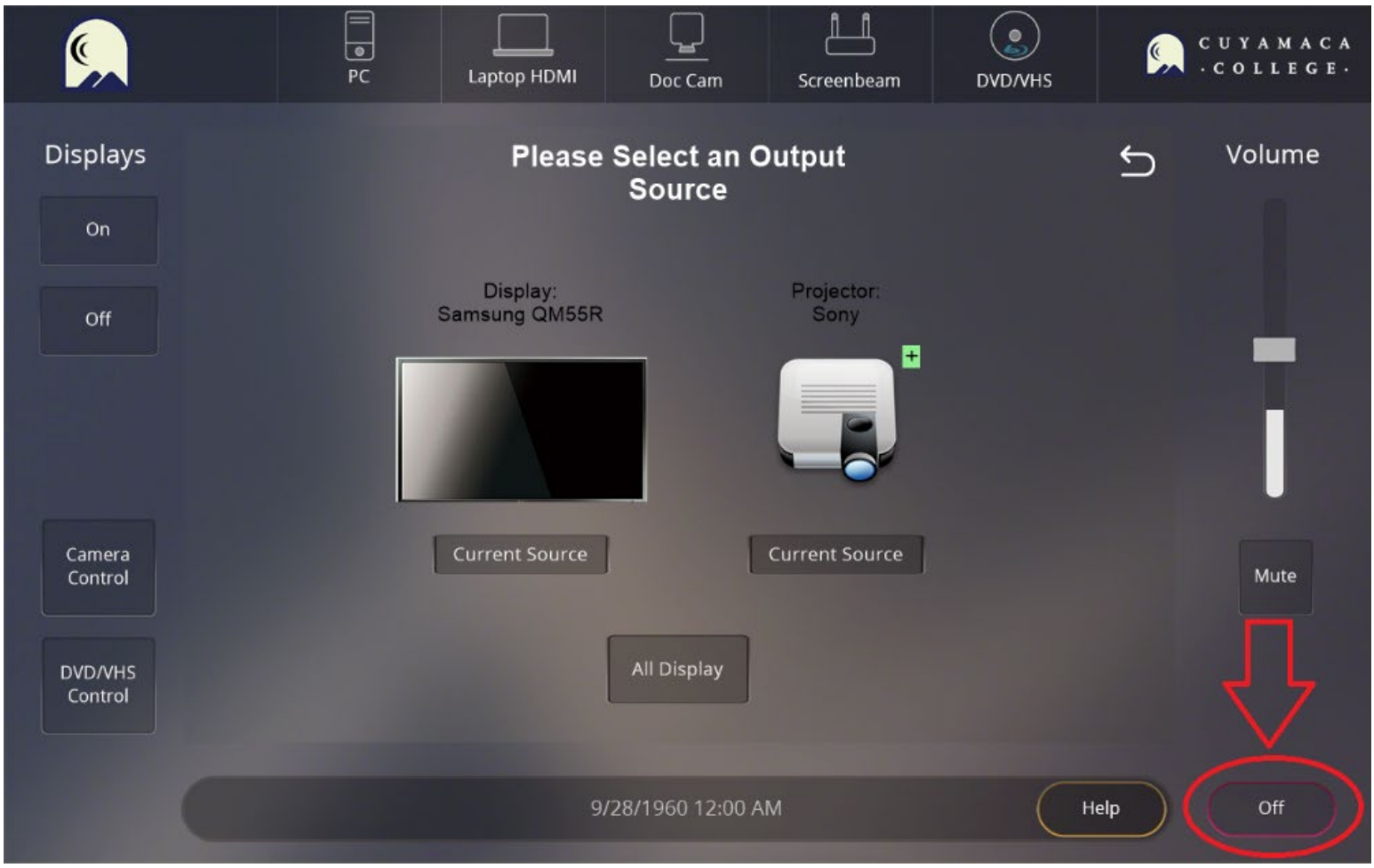
Audio Controls: (optional to select classrooms)

- *Touch Screen* – Tap "Audio Control" for individual volume control for input selections (Note: Make sure to check mute option for selected input and master volume control on bottom right side of page)

Shutting Down:

- *PC* – End Meeting, Sign Out of Zoom
- *Touch Screen* – Tap "Off" then "Power Down"

(Note - PC resets each night deleting all sensitive data / login info)



NOTE:

- Touch Screen interface may vary by classroom.

- Below are similar instructions but different interface.

Setting Up:

- ***Touch Screen*** **– Tap on Screen**
- ***PC*** **– Launch "Zoom or Canvas" if needed**

Input Selection:

- ***Touch Screen*** **– Select the appropriate input & choose preferred individual displays or All Display**

  PC – Lectern PC

  Laptop – HDMI cable on lectern for hookup.

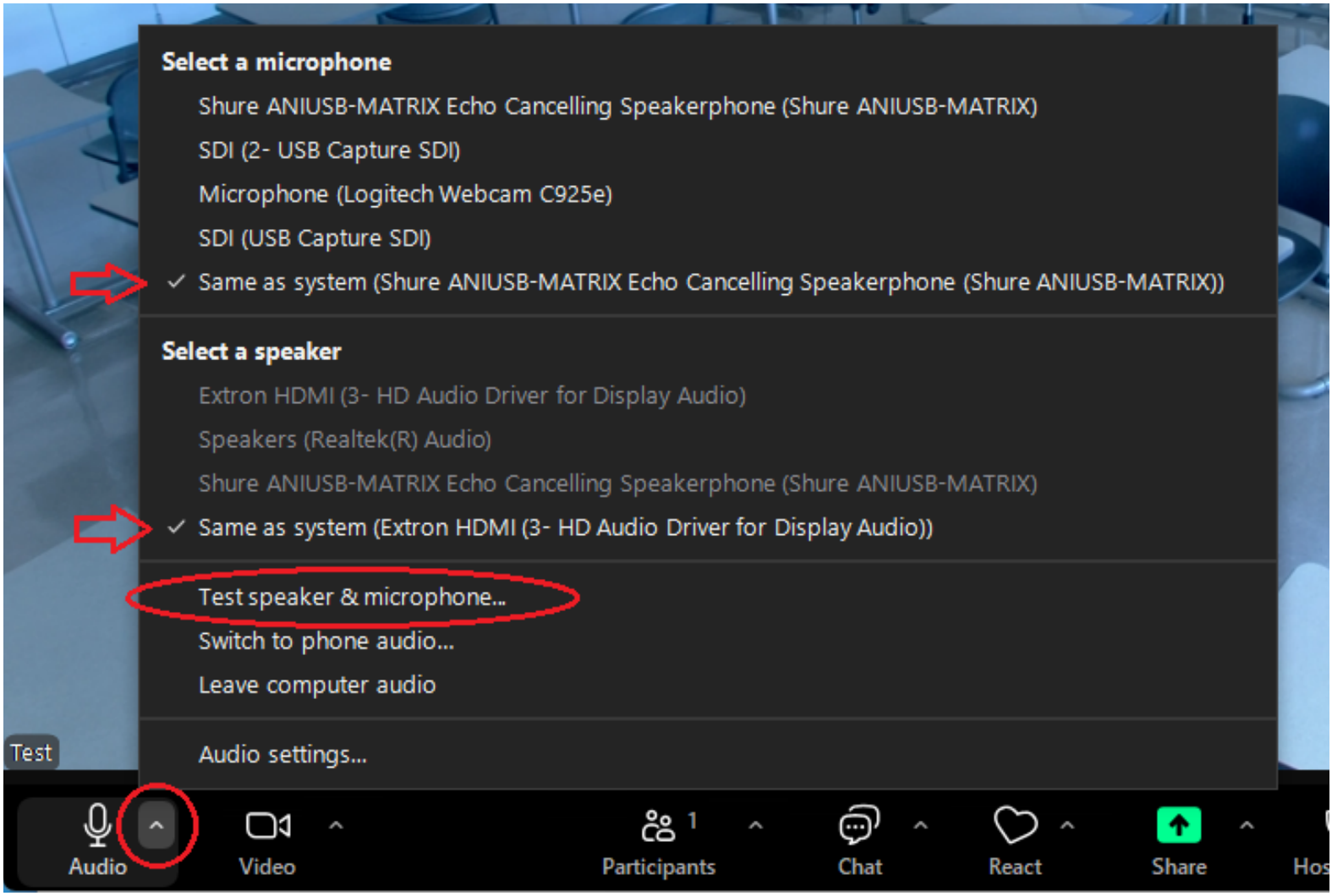
  Doc Cam – Lectern document camera *in side drawer or on desk*

  ScreenBeam / Wireless Sharing – Wirelessly share your screen from any device to classrooms display (Instructor or students, instructions to connect will show on splash screen when selected)

  DVD / VHS – DVD / VHS player inside lectern

Zoom Controls:

- ***PC Zoom*** **– "Join a Meeting" or "Sign in"**
- ***Verify Audio*** **–** Click **"Test Speaker & Microphone"** (typically select **"same as system"** for both microphone and speaker option, if that does not work test other options available such as, **"Shure ANIUSB Matrix"** for microphone & **"Extron HDMI"** for speakers)
- ***Verify Camera*** **– Select "USB Capture SDI" or similar for PTZ cameras or "Logitech Webcam" for webcam above monitor**



Camera Controls:

- ***PC Zoom*** **– Switch between cameras using Zoom or canvas**
- ***Touch Screen*** **– For camera controls tap Camera Control**

(Verify cameras are on, blue light on PTZ cameras indicate powered ON)

(Tap "ON" under camera power if off, Note: cameras takes a minute to power on)

(Tap "Camera 1" or "Camera 2" for individual controls for movement or zoom)

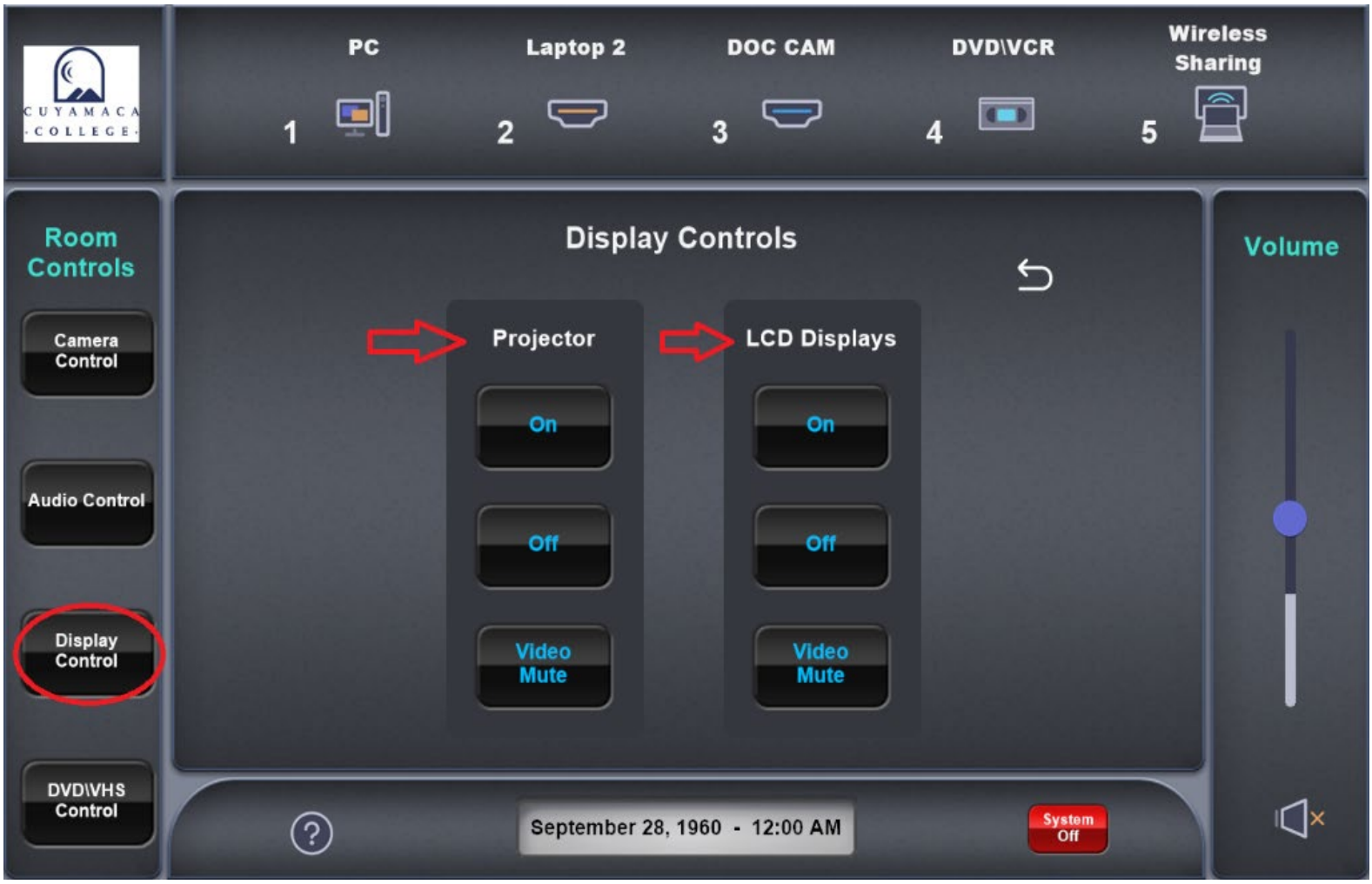
(Tap the "Home Icon" for easy automatic default position for each camera)

(Tap "Arrows" to move selected camera or "- Zoom +" for zooming in & out)

(Tap "Auto Tracking" for camera tracking to follow you if needed)

Display Controls: (optional to select classrooms)

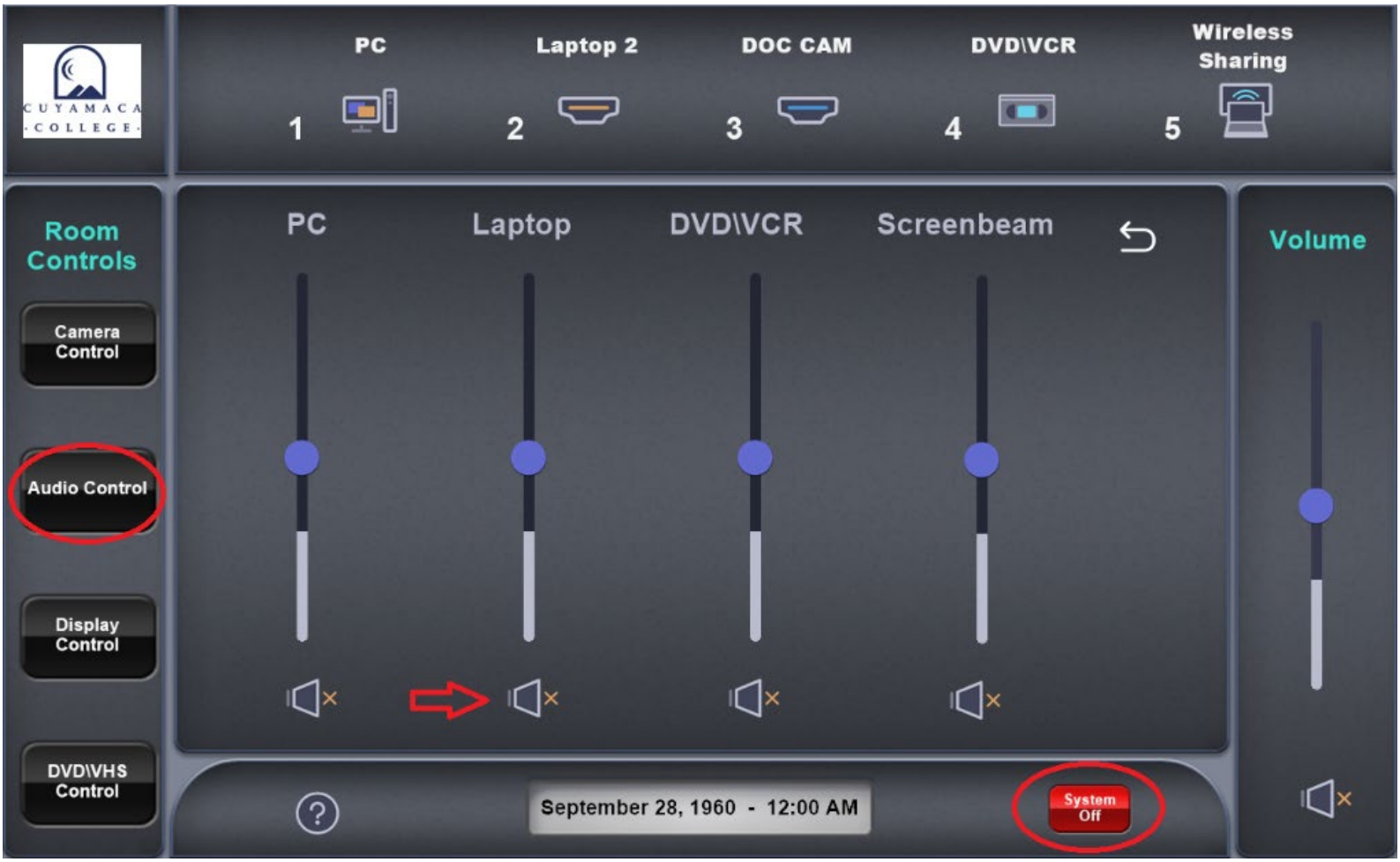
- *Touch Screen* – Tap "Display Control" for individual power to projector or LCD displays



Audio Controls: (optional to select classrooms)

- *Touch Screen* – Tap "Audio Control" for individual volume control for input selections (Note: Make sure to check mute option for selected input and master volume control on bottom right side of page)

Shutting Down:

- *PC* – End Meeting, Sign Out of Zoom
- *Touch Screen* – Tap "System Off" then "Power Down"

(Note - PC resets each night deleting all sensitive data / login info)