



BASELINE CLASSROOM TECHNOLOGY USER GUIDE
INFORMATION TECHNOLOGY



JANUARY, 2017

User Guide for Classroom Technology

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CLASSROOM TECHNOLOGY OVERVIEW

BACKGROUND

This guide has been created to assist in the usage of the technology in the classrooms containing the new baseline configuration that is currently being implemented across campus. The baseline configuration will be applied to UNI classrooms over the next three years. The baseline upgrades will cover approximately 140 classrooms. Some classes that have higher needs, such as active classrooms, large spaces, and lab spaces, should have these components at a minimum, with additional equipment in the space.

Each section of this document covers a separate device or function and provides a general walkthrough.

LIST OF BASELINE TECHNOLOGIES

Baseline Technologies:	
<p>ADA Compliant Lectern – the lectern will generally be a sit-stand lectern that has buttons on the front to control the height from seated height (30”) to standing height (42”)</p>	 <p>OR</p>
<p>Desktop Computer – primarily a Windows platform, with Macintosh present where necessary</p>	

Baseline Technologies:

Flat Panel Display or Projector with electronic screen– determined by the size of the room



OR



Audio Reinforcement System – all rooms will have speakers connected to the equipment in the lectern



Touch Panel - Extron Control System – used to control all of the equipment from a single location

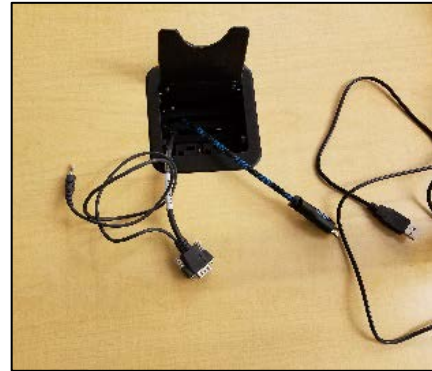


Height adjustable Touchscreen Monitor



Baseline Technologies:

Mobile Device Connectors (VGA, HDMI)



Document Camera (with USB port available for use)



Webcam (USB)



Wireless Display - Mersive Solstice Screen Sharing Device



DVD/Blu-Ray Player



Baseline Technologies:

Wireless Presenter



Wireless Microphone/Assisted Listening Capability – the wireless microphone and additional assisted listening hardware will be available for check out on demand.



IP Telephone (Coming by Fall 2017) – these phones will be installed as the new model for classroom support is rolled out across campus. It will feature a direct button to connect to a classroom support technician.

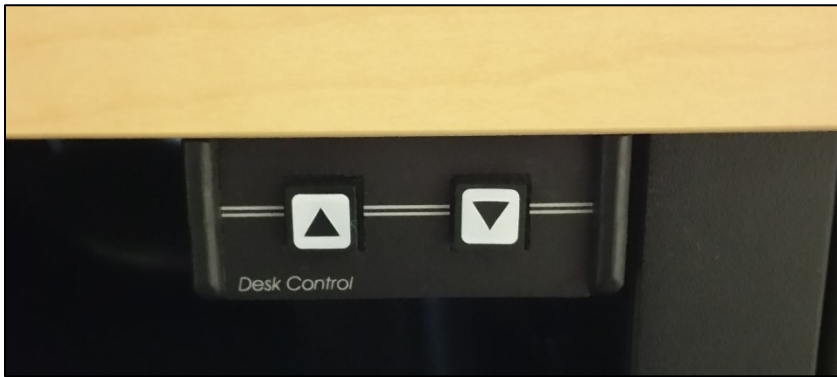


CLASSROOM TECHNOLOGY COMPONENTS

ADA COMPLIANT LECTERN

The lectern in a location will either be a sit-stand lectern or a 30x30 inch lectern with a side table for ADA compliance.

The sit-stand lectern allows the adjustment of the height on the lectern from anywhere between 30 inches to 42 inches. These are controlled by the up and down arrows located on the front of the lectern as shown.



DESKTOP COMPUTER

The computer within the lectern is determined by the department who oversees the room, however, it will most likely be a Dell PC running Windows software. The computer will have a standard suite of software available as listed on the [classroom technology site](http://www.uni.edu/classroom-technology):

<http://www.uni.edu/classroom-technology>

If additional course specific software is necessary, please request via servicehub.uni.edu. Include specifics of the location and software needs.

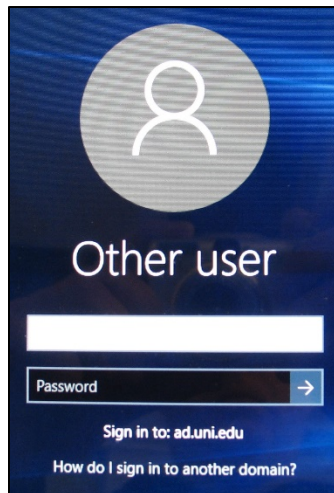
The computer is located within the lectern cabinet and should not need to be accessed unless requested by a classroom technician or if someone else has turned it off.

To display the desktop computer on the room display:

1. On the Touch Panel, tap the PC button.



2. Log into PC using your CatID credentials.



TOUCHSCREEN MONITOR

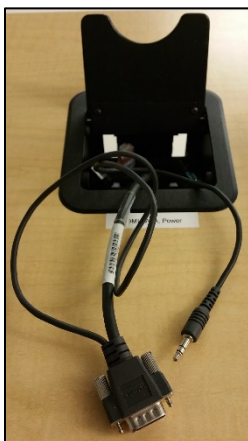
The touchscreen monitor on the lectern allows adjustments at an angle to improve sight lines in the classroom. To adjust, simply hold on to the front of the monitor base with one hand and the back of the monitor base with the other. Next, push together or apart until the desired location is found.

MOBILE DEVICE CONNECTIONS

The lectern has a cable cubby on the top surface which contains a variety of cables for use on a mobile device. If you are unsure which cable you need, compare the cable end with the icon that is on the touch panel that shows Laptop HDMI or Laptop VGA. In order to present from your mobile device, please use the following steps.

If your mobile device has a VGA connection:

1. Remove the VGA cable from the cable grommet on the top of the desk.



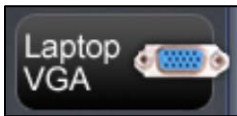
2. Connect the VGA cable to your laptop.



3. If you would like sound, connect the audio cable to your headphone jack on your laptop.



4. Turn on your laptop if not already on.
5. On the Touch Panel, tap Laptop VGA button.

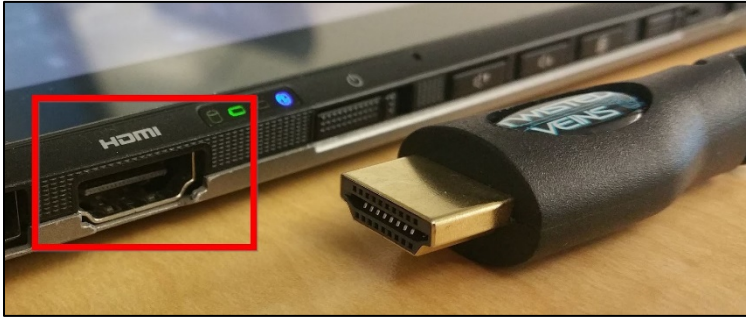


If your mobile device has an HDMI connection:

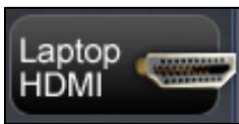
1. Remove the HDMI cable from the cable grommet on the top of the desk.



2. Connect the HDMI connection to your laptop.



3. Turn on your laptop if not already on.
4. On the Touch Panel, tap the Laptop HDMI button.



DOCUMENT CAMERA

The document camera will enable the projection of any paper documents or physical items for presentation to the display system.

To use the document camera, use the following steps:

1. On the Touch Panel, tap the Doc Cam button.



2. On the Document Camera (Elmo), press the red Power button.



3. Make sure the power button changes from red to blue.

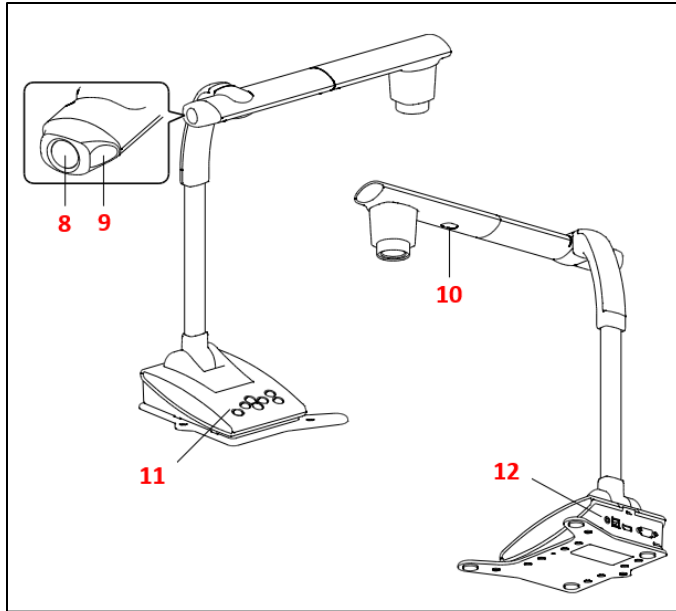


PLEASE NOTE: There may be a delay before the document camera image shows up on the room display. If it does not bring up the document camera image within one minute, try switching to another source on the Touch Panel. Then switch back to Doc Cam.

4. Place your document under the camera to show on the room display and adjust the angle of the camera as needed.
5. The diagrams below provide details on additional features of the Elmo Visual Presenter LX-1 document camera.



(see corresponding table on following page)



Identifying Number	Name of Function	Detail of Function
1	Power	Turns the power ON/OFF Power ON: LED turns blue Power OFF: LED turns red
2	MENU	Shows/Hides the menu on the screen
3	AF/Enter	When MENU is not displayed: focuses automatically When MENU is displayed: executes the selected menu item
4	Image Rotation	Rotates the image by 180 degrees
5	LED lighting control	Turns ON/OFF the LED lighting
6	Brightness +	Brightens the image
7	Brightness -	Darkens the image
8	AF button (autofocus) <i>(duplicates function of the AF button on the operating panel)</i>	When MENU is not displayed: focuses automatically When MENU is displayed: executes the selected menu item
9	Zoom dial	Adjusts the display range of the document ZOOM-IN +: Shows the object in a larger size ZOOM-OUT: Shows the object in a smaller size
10	LED lighting	Can be toggled on/off by pressing the LED lighting button on the operating panel
11	Operating Panel	Includes buttons to control the power, access the menu, autofocus, rotate the image, turn on/off the LED lighting, and brighten or darken the image.
12	Rear Panel	Includes DC input and various output options.

WEB CAMERA

A web camera is in the classroom to allow use for lecture capture purposes or video conferencing.

To use for lecture capture, use the following steps:

1. Please note, your eLearning course must be configured to integrate with Panopto. These instructions are available on the eLearning support site. Please check the FAQs on the [Faculty Resources page](https://uni.edu/elearning/faculty-resources): <https://uni.edu/elearning/faculty-resources>
2. Open the Panopto application on the instructor computer.



3. Log in through UNI eLearning using your CatID username and password.
4. You should see the video image from the camera under Primary Sources. If you don't, check to be sure Video is set to the proper camera. There will likely be only one option in the Video dropdown text box. Select none if you do not wish to capture video from the camera.

Specify Camera or none here
Specify microphone or none here

Check to capture audio from the computer on the recording

Check/Add any other video sources you wish to capture

Primary Sources

Video HD Pro Webcam C920

Audio Microphone (HD Pro Webcam C9)

Quality Standard

Capture Computer Audio

Secondary Sources

Capture PowerPoint

Capture Main Screen

Add Another Video Source

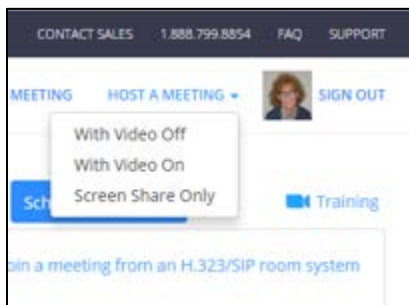
Audio Levels Indicator

5. Select the microphone in the Audio dropdown box if you wish to capture sound from the room. There will likely be only one microphone option in the Audio dropdown text box. Select none if you do not wish to capture audio from the microphone.
6. If you are capturing sound from the microphone, be sure to test your audio levels. Adjust it so that the audio levels indicator consistently jumps into the highest level of green, but only into the yellow occasionally. It is best to avoid red levels.
7. If you wish to capture audio from the computer, check the appropriate box.
8. Check and/or add any secondary sources of video to record such things as PowerPoint slides or the main screen of the computer.

9. Specify the course folder to which you wish to record.
10. Edit the name of the recorded file as desired.
11. When ready, click the large, red record button at the top left of the Panopto window to start recording.
12. When finished recording, click the red stop button.
13. For more details, including how to upload your recorded video, and to learn about other features available with Panopto, please visit the [Panopto support site](https://support.panopto.com):
<https://support.panopto.com>

To use for video conferencing using Zoom, use the following steps:

1. Open a web browser and go to the [Zoom website](https://zoom.us): <https://zoom.us>
2. Click Sign In.
3. Click to sign in with Google.
4. Use your uni.edu Google account/email address and sign in using your CatID.
5. If presented with multiple account options, select “Organizational Google Apps Account – Business Account Owned by uni.edu.”
6. Click the link for Host a Meeting and select With Video On.



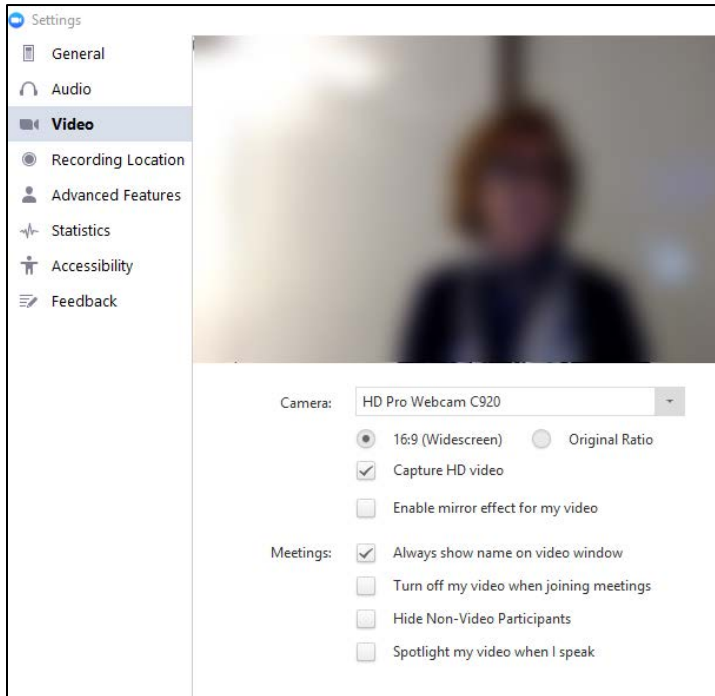
7. When asked about how you wish to connect for audio, choose “Join audio conference by computer.”
8. Allow it to launch the application (if already installed on the computer) or download and install Zoom if not already on the computer. If you are unable to install the software, please create an incident by going to [Service Hub](http://servicehub.uni.edu): servicehub.uni.edu
9. Once the Zoom application has been opened, access the Video settings menu.



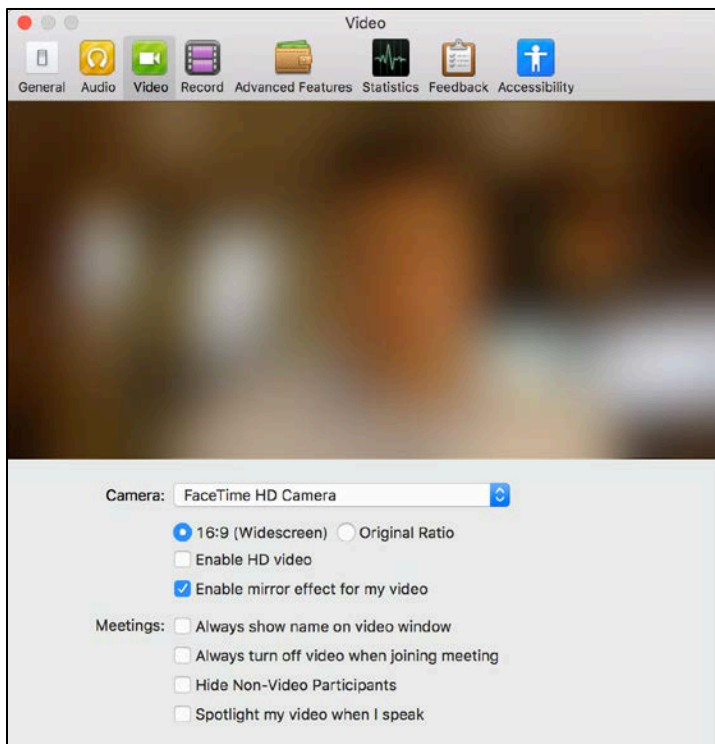
10. From the Video dropdown menu, select the appropriate video source for the webcam.
11. Be sure to check “Capture HD video” on a Windows computer (“Enable HD video” on a Mac).

12. Select or deselect other video options as desired. If in doubt, stick with the default settings.

Windows Video Settings:

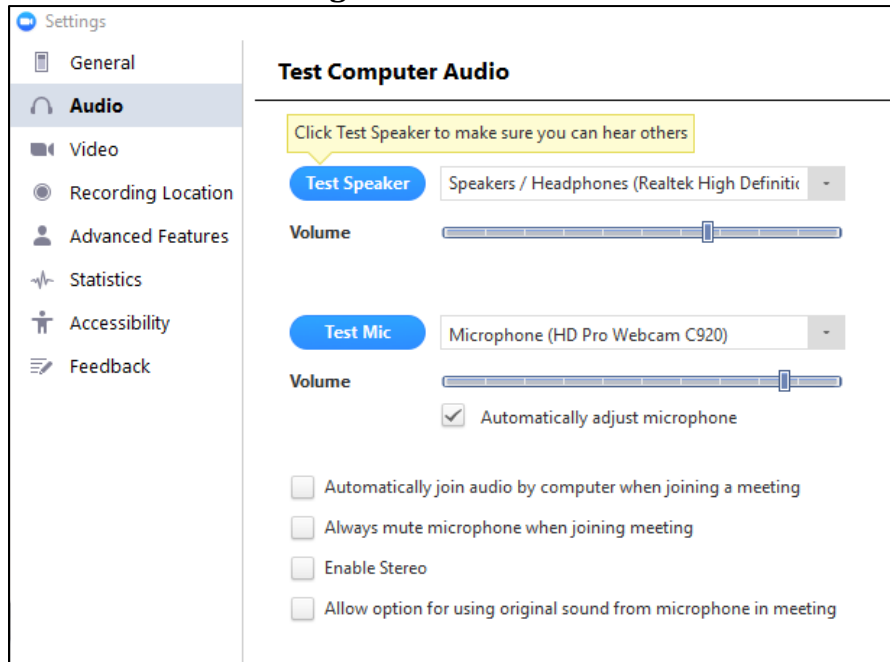


Macintosh Video Settings:

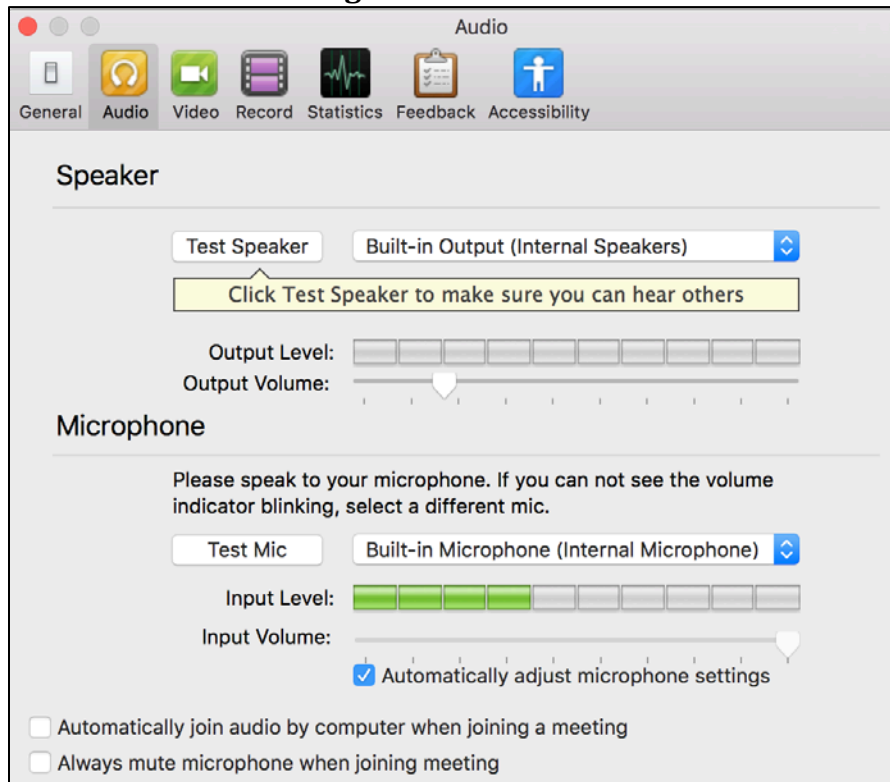


13. Select Audio from the settings menu and click the buttons to “Test Speaker” and “Test Mic”. Change other settings as desired.

Windows Audio Settings:



Macintosh Audio Settings:



14. Close the settings dialogue box.
15. For more information on using Zoom video conferencing, please consult the online resources at the [Zoom Help Center](https://support.zoom.us): <https://support.zoom.us>.

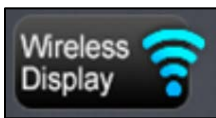
WIRELESS DISPLAY

The wireless display allows any device running Windows, MacOS, iOS, or Android operating systems to connect to the presentation system and share media. The device must be connected to WiFi-UNI in order to connect to this system. This also allows full screen mirroring from those devices. To use the wireless display, refer to the appropriate steps below for your device. The Solstice Pod has a lot of capabilities. To learn more about what can be done, reference the [Getting Started with Solstice Quick Start User Guide](#):

http://customersupport.mersive.com/customer/portal/kb_article_attachments/85219/original.pdf?1464637742.

To use the Solstice Wireless Display from a Windows or MacOS computer:

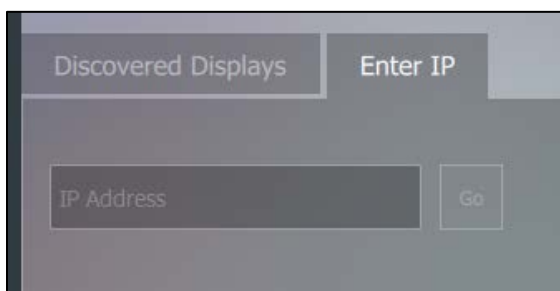
1. Connect your device to WiFi-UNI.



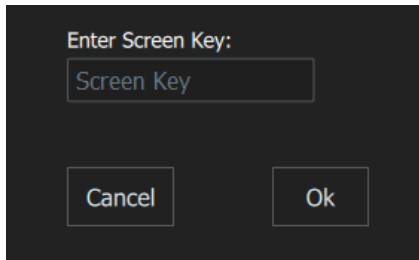
2. On the Touch Panel, tap the Wireless Display button.
3. Launch the Solstice client on your laptop, iOS, or Android device. If you don't have it, you can follow this link www.mersive.com/download or use the following QR code to download the software. If you are unable to install the software, please create an incident by going to [Service Hub](http://Service Hub: servicehub.uni.edu): [servicehub.uni.edu](http://Service Hub: servicehub.uni.edu).



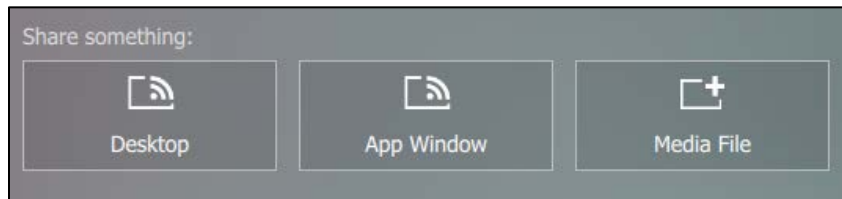
4. Enter the IP address of the Wireless Presenter (located on room display) into the app and click Go.



5. Enter the Screen Key (located on the room display) into the app and click OK.



6. Click Desktop, App Window, or Media File to share.



7. When finished sharing, be sure to disconnect.
8. For more information on how to use Solstice Wireless Display, please download the [Getting Started with Solstice Quick Start User Guide](http://customersupport.mersive.com/customer/portal/kb_article_attachments/85219/original.pdf?1464637742):
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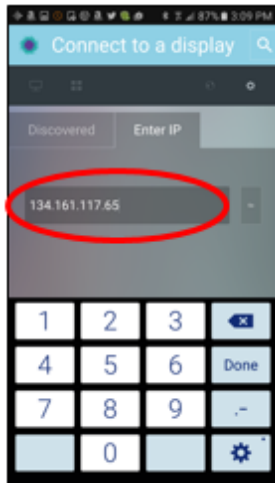
To use the Solstice Wireless Display from an Android device:

1. If you are on Android, go to your Google Playstore and download the Solstice app with the icon that looks like this:

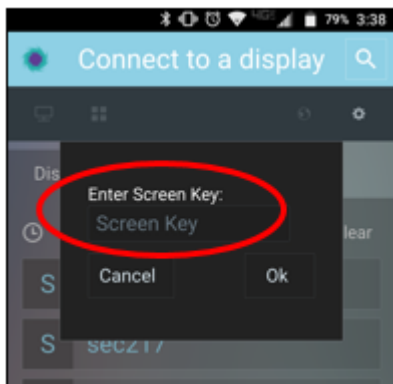


2. Launch the installed application.

3. Once you are able to launch the application, you need to enter the IP address provided on the room display (e.g. 134.161.117.65):



4. When prompted enter the key provided on the room display (e.g. ZX7Y) and click OK.



5. Select from the following four options for sharing:
 - Media File
 - Camera
 - Take Video
 - Mirror Screen
6. When finished sharing, be sure to disconnect.
7. For more information on how to use Solstice Wireless Display, please download the [Getting Started with Solstice Quick Start User Guide](http://customersupport.mersive.com/customer/portal/kb_article_attachments/85219/original.pdf?1464637742):
http://customersupport.mersive.com/customer/portal/kb_article_attachments/85219/original.pdf?1464637742

To use the Solstice Wireless Display from an iOS device:

1. Apple iOS users can mirror their devices with AirPlay functionality – including iPhones and iPads with iOS 7 and higher – to Solstice wireless displays.
2. To mirror iOS 7, 8, & 9* devices with AirPlay, ensure the iOS device is on the WiFi network used to connect to the Solstice display. (*Please note, mirroring support for iOS 9 is also available with the Solstice Pod and Solstice Software (server) versions 2.5 and later.)
3. Swipe upward from the bottom of the iOS device screen to open the Control Center.
4. Tap the AirPlay button, select the desired Solstice display, and enable mirroring.
5. If prompted, enter the screen key visible on the Solstice display.
6. If the desired display does not appear in the AirPlay menu of your device, open the Solstice app and connect to the display via the app first. Then the display should appear in the AirPlay menu to begin mirroring. (Note that Solstice Pods support only one iOS mirroring stream at a time.)

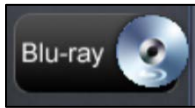


7. When finished sharing, be sure to disconnect.
8. For more information on how to use Solstice Wireless Display, please download the [Getting Started with Solstice Quick Start User Guide](http://customersupport.mersive.com/customer/portal/kb_article_attachments/85219/original.pdf?1464637742):
http://customersupport.mersive.com/customer/portal/kb_article_attachments/85219/original.pdf?1464637742

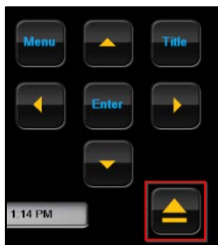
BLU-RAY PLAYER

A Blu-ray player is located on a shelf located inside the lectern cabinet. This player will play Blu-ray and DVDs for presentation purposes. To use the Blu-ray player, use the following steps:

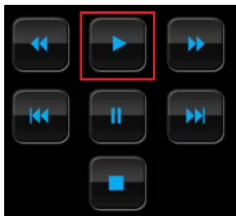
1. On the Touch Panel, tap the Blu-ray button.



2. Wait for system to start.
3. Once the Blu-ray player menu is on the room display, tap the eject button on the touch panel.

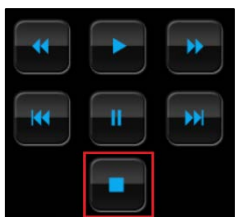


4. Open up the cabinet and insert the Blu-ray or DVD into the player. Close the Blu-ray drawer. (The Blu-ray player is located on a shelf on the inside of the lectern cabinet. The Blu-ray player can be controlled by the touch panel or the provided remote.)
5. Allow the Blu-ray or DVD disc to load.
6. On the Touch Panel, click play.



To stop the player:

1. On the Touch Panel, tap the Stop button.



2. Tap the eject button on the Touch Panel.



3. Open the cabinet and remove the Blu-ray or DVD disc and close the Blu-ray drawer.

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