

If you intend to use your laptop to present materials within a Zoom session you will need to also log into the desktop computer in order to run the session from that machine. From there within Zoom you will be able to choose your laptop as a source for displaying your materials by sharing your screen within the Zoom session.

Follow the instructions below to achieve that outcome.

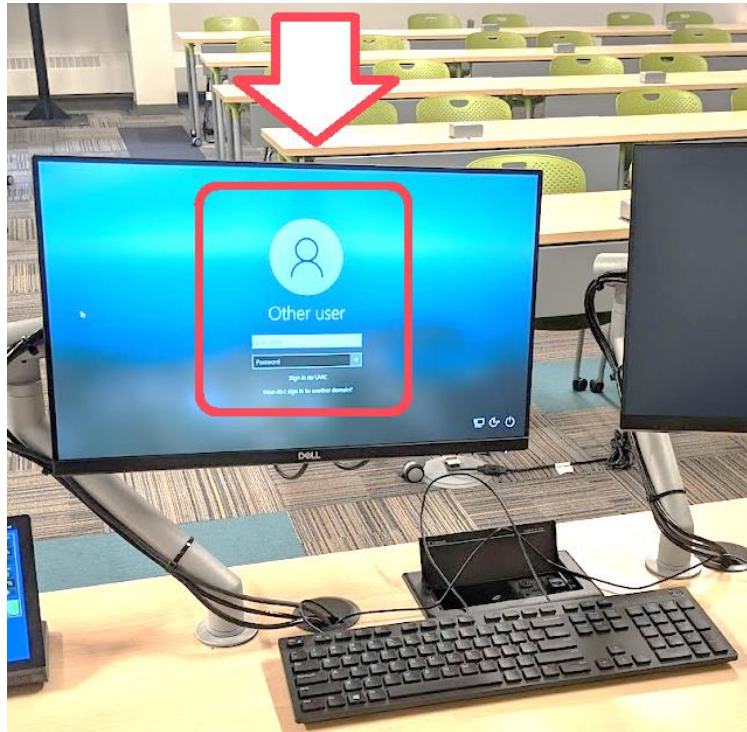
Start the System



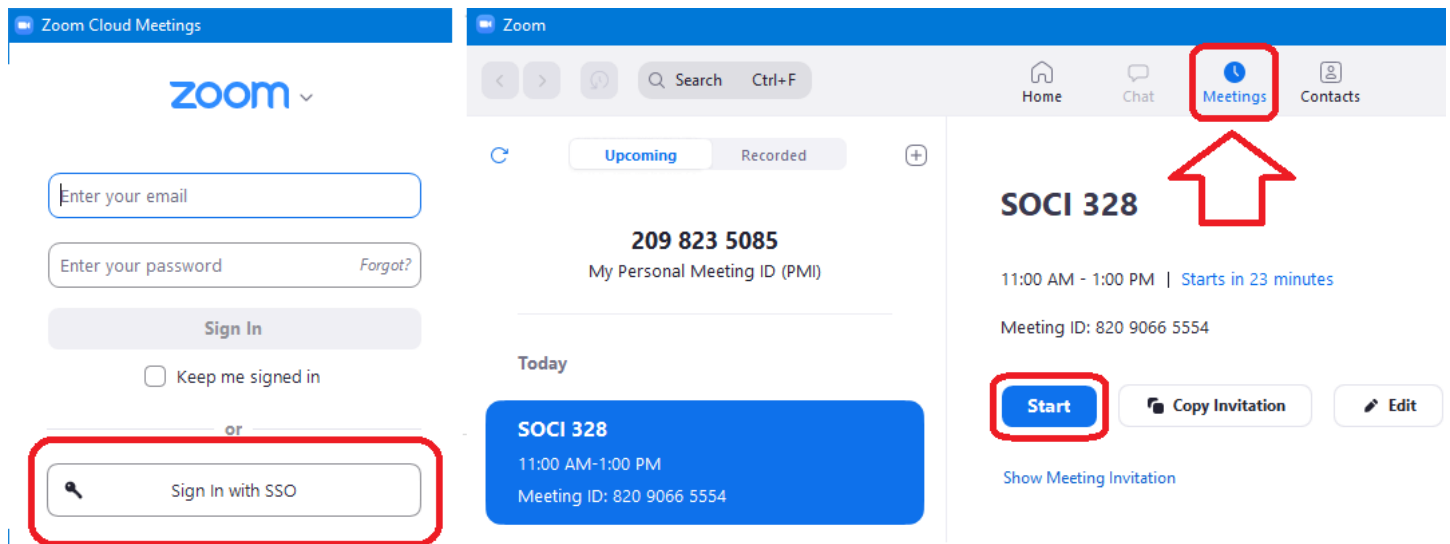
1. Upon arriving in the Classroom – open the instructors AV cabinet by unlocking the door shown above.



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



- 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.

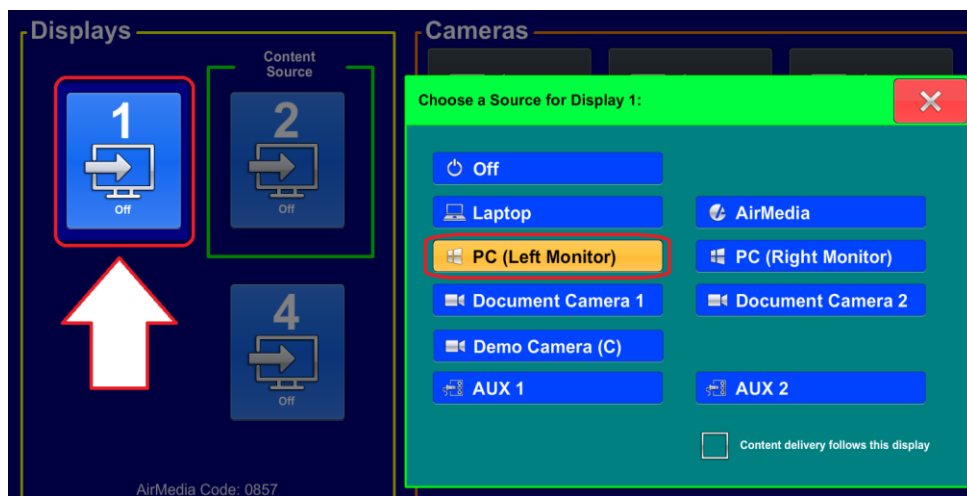
Continue to operate Zoom from that left-hand monitor and use the right-hand desktop monitor for your materials.

Touchscreen Settings

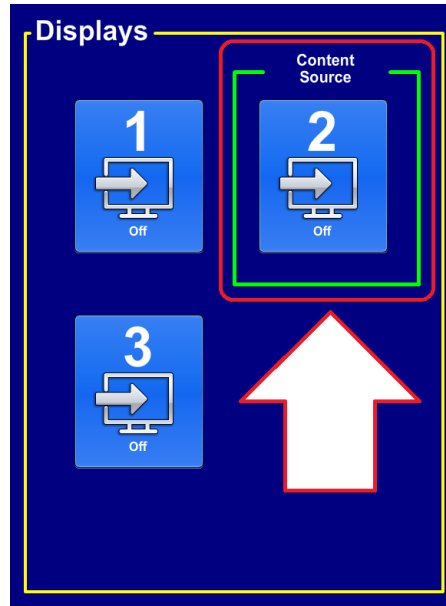
After starting your Zoom session and with the Zoom session now visible on your left desktop monitor – turn your attention to the small touchscreen control panel to the left of the keyboard.



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



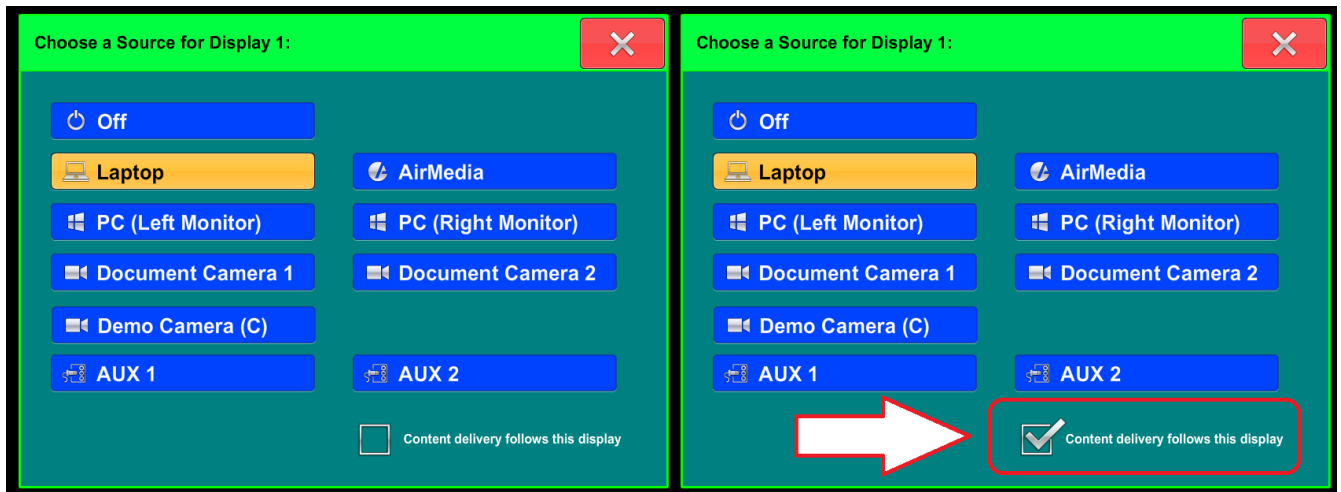
- Then choose the source by selecting the option of **“PC (Left Monitor)”** in order to send the feed from the left desktop monitor to Display #1 at the front of the room. This will allow students in the room to see the Zoom gallery and the faces of their remote peers.
- Press the red **“X”** in the top corner of the window to **close** the menu.



- In order to present content from your laptop to the in-person class and to your students joining remotely on Zoom – you must place the feed from your laptop onto one of the displays in the room.

For example - on the touchscreen panel choose the **Display #2** icon as shown above (or any other display of your choice) then select **“Laptop”** from the provided list of sources.

Then click the checkbox that says **“Content delivery follows this display”**. This tells the system that when you prompt the system to share content – it is to share the feed from this monitor, showing your laptop. Here we’ve chosen to show the feed from the Laptop on Display #1.



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.

5. Press the red “X” to **close** the menu.

Sharing Content from your laptop over Zoom



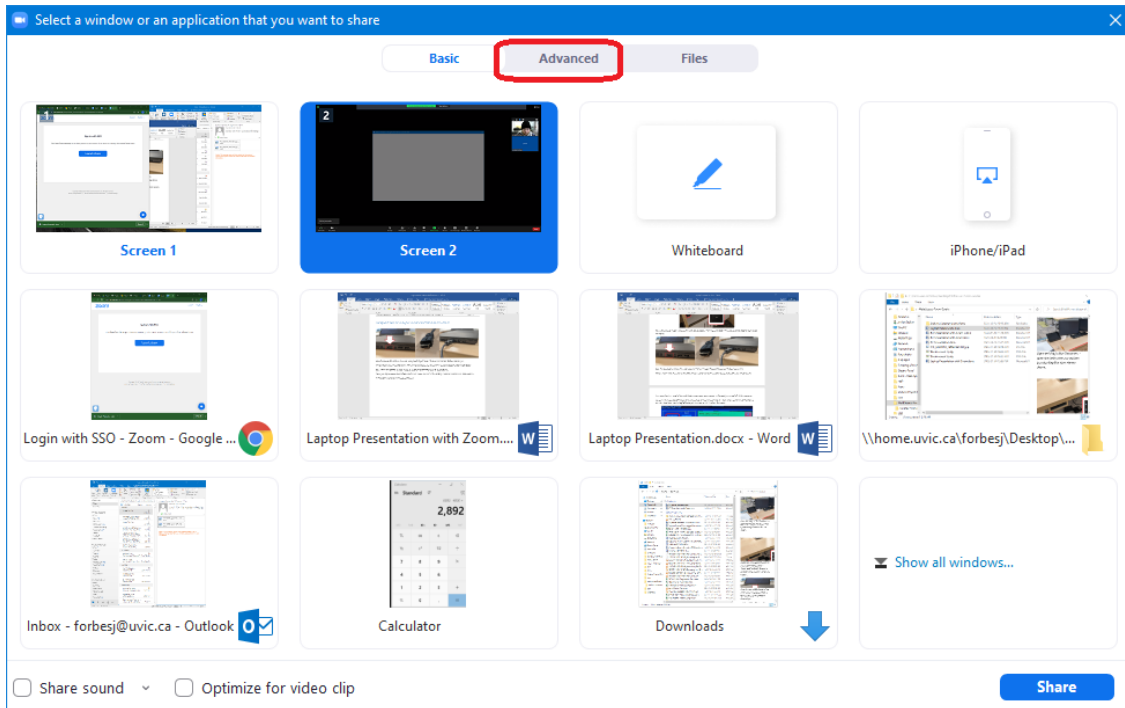
1. To connect your laptop - find the HDMI Cable in the cord cubby located just below the monitors on the desk in front of you. Pull the HDMI cable from the small cubby and then plug the cable into your laptop as shown in the image above.
2. Next - open up your materials on your laptop to a state that they are ready to be displayed.

With your laptop connected and your materials ready – return to the Desktop Computer and to your Zoom session.

3. In the Zoom session find and click the option of Share Screen from the toolbar at the bottom of the screen.

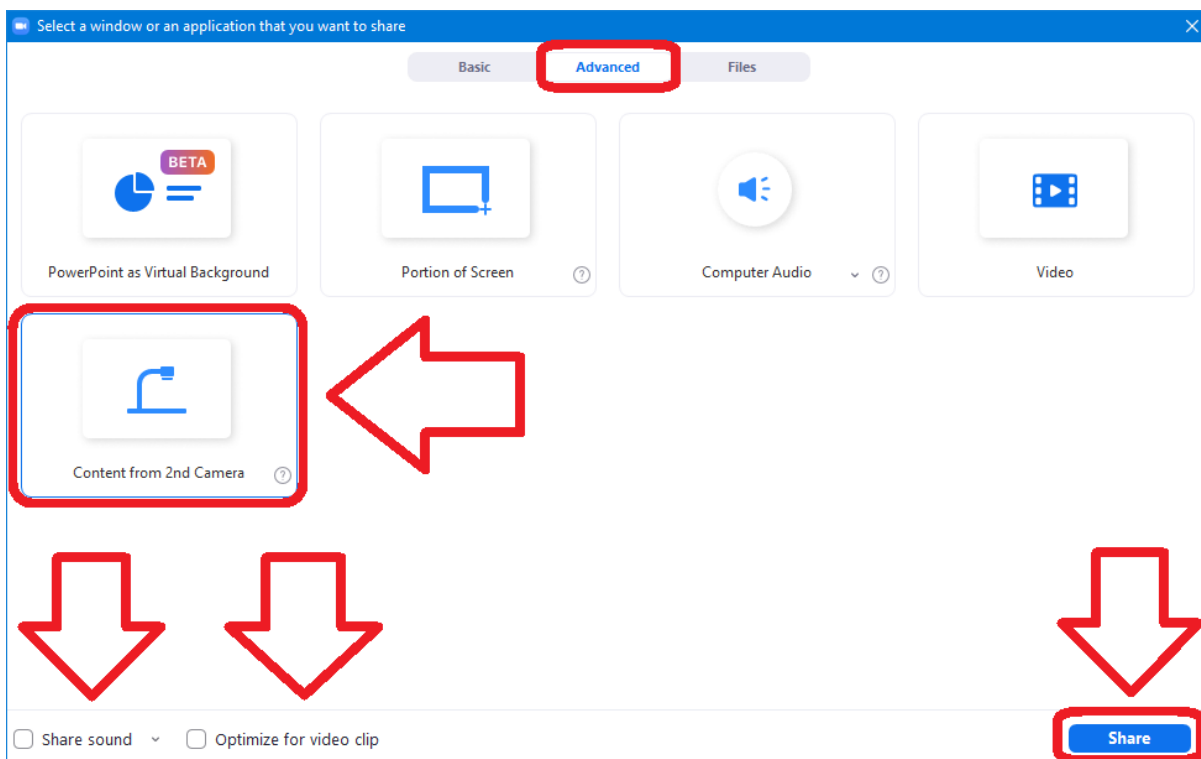


4. From the Zoom Share Screen menu find and select the “Advanced” tab at the top of the window.



5. Next select the option of **“Content from 2nd Camera”**

If your materials on the laptop include any audio or video files with sound – be sure to check the appropriate checkboxes at the bottom of the window and then click “Share” in the bottom-right to begin sharing the contents from your laptop in the Zoom session.



6. If you would like to display the materials from your laptop onto the large screens within the room – turn your attention to the touchscreen panel control panel.

Select the Display icon for the screen that you would like to control and then choose the source **“Laptop”** from the menu to send your materials from your laptop to the chosen display.

At this point you should see your materials on the screens in the room that you’ve chosen AND your remote students should be seeing the content from your laptop via the Shared Screen in Zoom.

Selecting your Camera

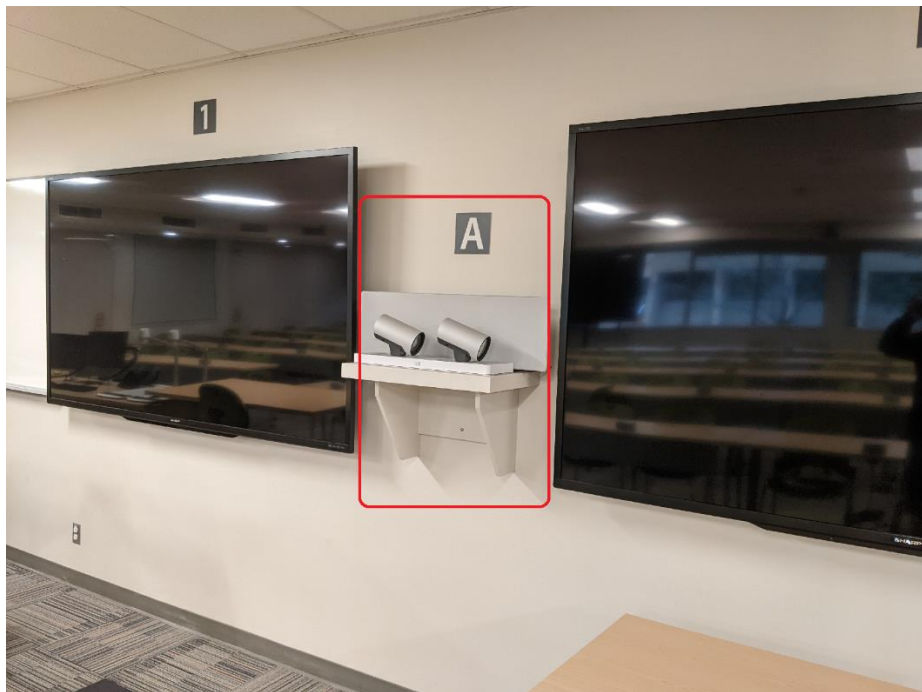
To select the camera to use so that remote attendees can see you – examine the touchscreen control panel and find the list of available options along the top of the touchscreen. You'll notice that the cameras are identified by letters that correspond to labels located right beside the actual camera.

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.

There are four other cameras arrays available in 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.

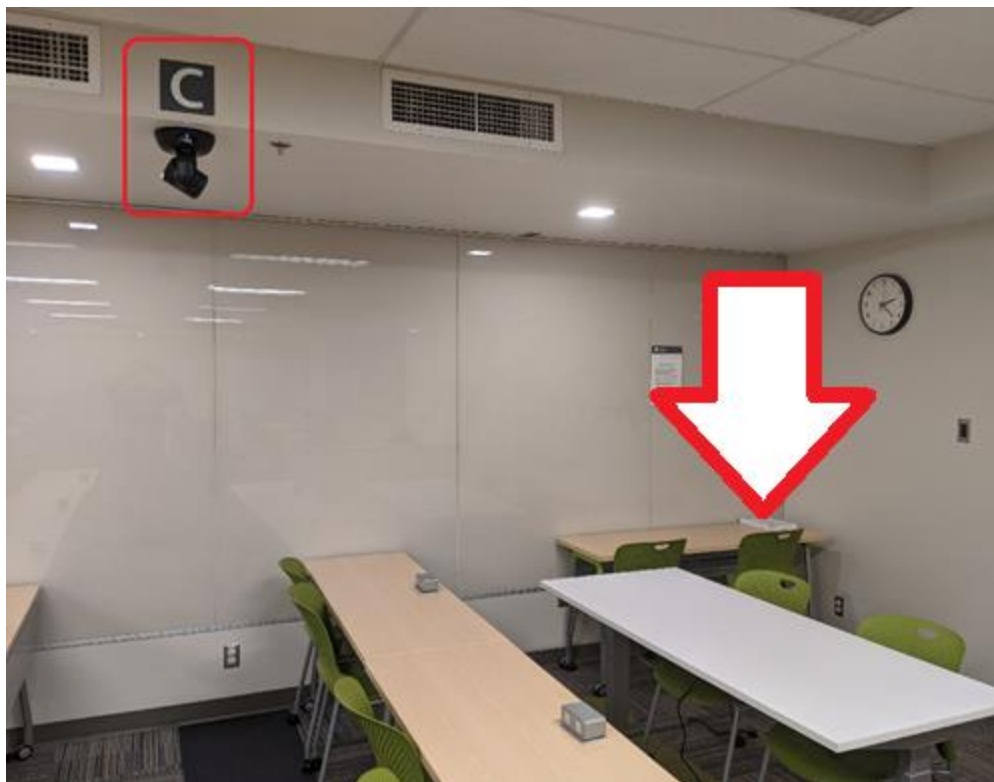
The tracking can be disabled to produce a locked off shot of the audience.



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.

