

CLASSROOM TECHNOLOGY OVERVIEW

ZOOM ROOM CONTROLLER TABLET

If you are in a classroom with a podium that houses a tablet, then you can control the technology in the classroom from this device.

INTERACTIVE DISPLAY (front of classroom)

This display is the easiest way to start your Zoom sessions and/or share content with your in-person class.

INTERACTIVE DISPLAY (back of classroom)

This display is where you will see your Zoom participants.

MEDIA BAR (back of classroom, above the display)

Stabilize video

GETTING STARTED

1. Make sure both interactive display screens are powered **ON**. If you have a Zoom controller tablet on your podium, you can use either the tablet or the screen in the front of the classroom to accomplish the next steps.
2. Touch the blue **+ Join** button on either the controller or the front display to begin your Zoom meeting.
3. Enter your **Meeting ID** and touch **Join**. Note that your meeting ID is found in Canvas in the Zoom tab next to the meeting scheduled for that day.
4. Admit students from the waiting room by touching the blue **Admit** button associated with each person waiting to join the meeting.
5. Once your students have joined, remember you can use the **Share Screen** and **Whiteboard** options to display and share content with students in the classroom and those joining remotely at the same time.

SHARING YOUR SCREEN

To share content from your laptop, follow these steps:

1. On the podium at the front of the classroom, connect your laptop using the provided HDMI cable. Alternatively, your laptop can also join the Zoom session and you can share wirelessly.
2. On either the controller tablet or the interactive display at the front of the classroom, touch **Share Content**.
3. On the next screen, tap **Share to Meeting**.
4. Tap **Done** and your screen will now be shared with everyone on the call and everyone in the classroom.

TROUBLESHOOTING COMMON ISSUES

NO SOUND

On the controller tablet, move the volume slider to the desired position and make sure that it is not muted. If you are screen sharing from your laptop, make sure that your laptop is not muted and the volume on your laptop is **ON**.

CAMERA NOT FOLLOWING SPEAKER

Using the controller tablet, touch the **Camera Control** button. Select **Speaker Focus** from the list of options, or select an alternative control option if desired.

NO SIGNAL

If you turn on the interactive displays and there is a blue screen that says “NO SIGNAL” make sure that there is an HDMI cable connected between the display and the controller. Also, power down and up the screens, and wait till they are connected, at that point the right display would come up.

NEED HELP?

If you are unable to quickly solve a problem, or if there is something in need of attention, please let us know! EMAIL: helpdesk@hchc.edu CALL: 617-850-1545

