

# Classroom Technology Getting Started Guide

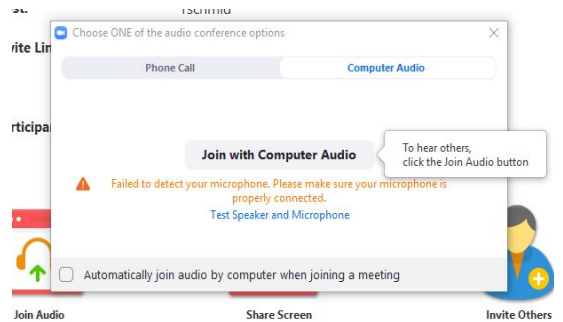
Sanitize the instructor's station  
before and after each use.

1. Spray sanitizer on paper towel
2. Wipe down:
  - a. Keyboard and Mouse
  - b. AV Control Panel
  - c. Document Camera
  - d. Desk surface
  - e. Chair arms / hard surfaces

Never spray disinfectant on any  
electronic equipment.



- Turn on projector
- Sign into computer
- Launch **my.sjfc.edu**, click on **Blackboard**
- Click on Zoom tool link- start zoom meeting
  - If you receive a message regarding **No audio**, press **power button** on Document Camera



## Standard DocCamera Settings - Most classrooms for Zoom Meetings

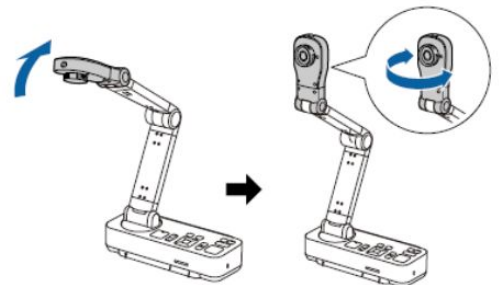
Select a camera: **EPSON ELPDC13**

Select a microphone: **EPSON ELPDC13**

Select a speaker: **Extron HDMI**

## For a Classroom Discussion:

- Adjust document camera for Classroom discussion
  - Rotate the camera head and set it in the direction of object/or classroom



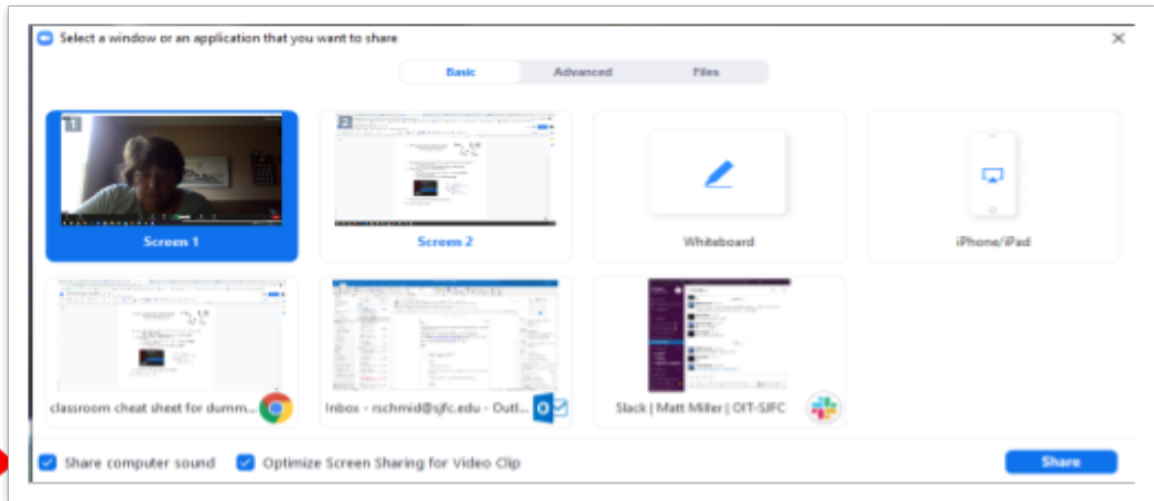
Please disinfect workstation and computer equipment before leaving classroom

Need Help: OIT Service Desk 585-385-8016

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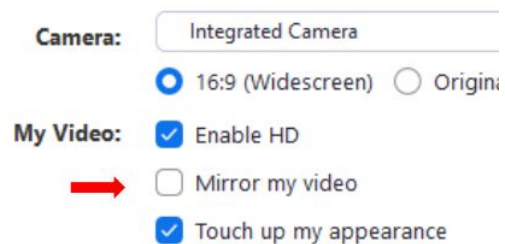
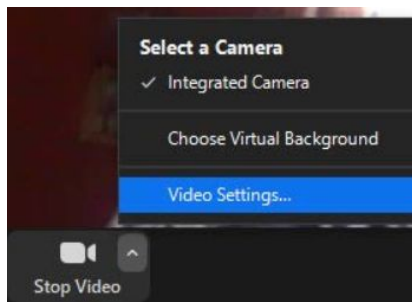
## To Present from a document:

- Share screen (from Zoom) to present from a document; ppt, pdf, word, web page etc...
  - If sharing video from web
    - Check/select **Share computer sound** and **Optimize Screen Sharing for Video Clip** and click on **Share**



## Using the Document Camera as a whiteboard:

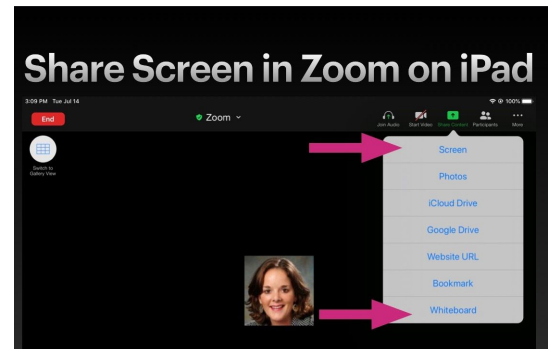
- Adjust document camera for use as white board
  - Pin video
    - Top of Zoom Window, click on 3 dots ... and select **Pin Video**
  - Uncheck Mirror my video
    - From Video Settings, uncheck **Mirror my video**



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## Presenting from an iPad: as Auxiliary Presentation Device

- Launch Zoom Meeting from ITEC Computer & iPad.
- **Do Not** join audio from iPad - ensure no audio conflicts
- Use Zoom as a whiteboard
- Share your screen from iPad

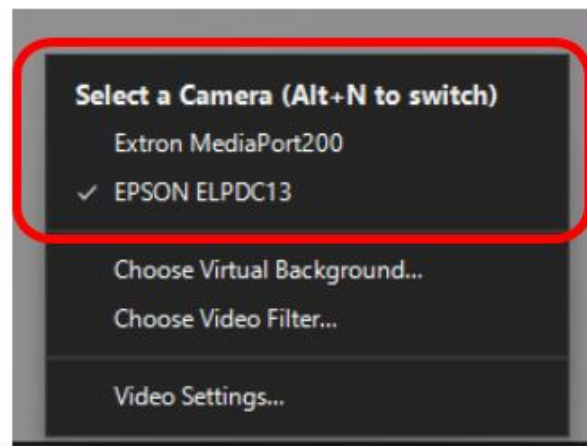


## Specific Classroom(s) Settings:

### Pharmacy (ISHS) 117 & 118 ONLY

#### Audio and Video Standard Settings

- Microphone = Speakerphone (3-Extron Media Port200 Speakerphone)
- Speaker = Crestron (Intel(R) Display Audio)
- Video = Epson EIPDC13 (Doc Cam)



### For Cleary Aud ONLY

#### Audio and Video Standard Settings

- Microphone = Same as above screenshot
- Speaker = **Extron HDMI**
- Video = Same as above screenshot

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