

The connected classroom

If you intend to show a presentation on the projector screen with Presenter View and you have students both on campus and online, you first need to check some features and settings in Zoom and in your computer.

Your computer

- insert HDMI cable
- insert blue USB cable



Wall panel

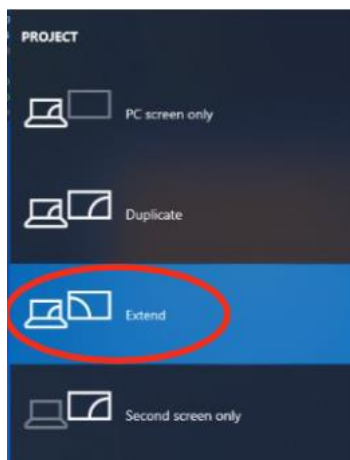
Press the green button, HDMI, for displaying the computer screen on the projector screen.

Press any of the blue buttons, Camera positions, for activating the camera.

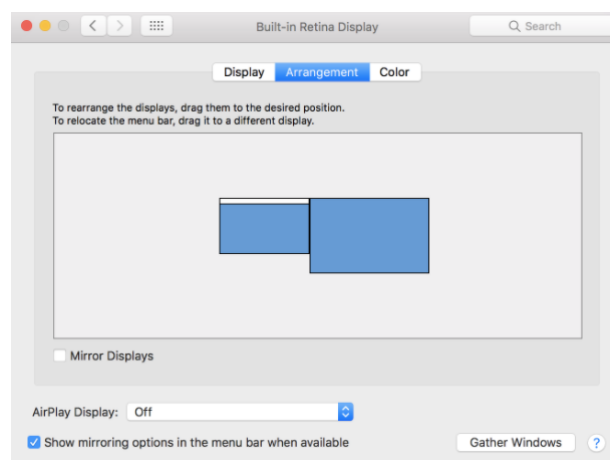


Switch between displays

In order to show a PowerPoint with Presenter View in an online-meeting, the screen must be extended.



For PC: Windows button + P
Arrangement
choose Extend

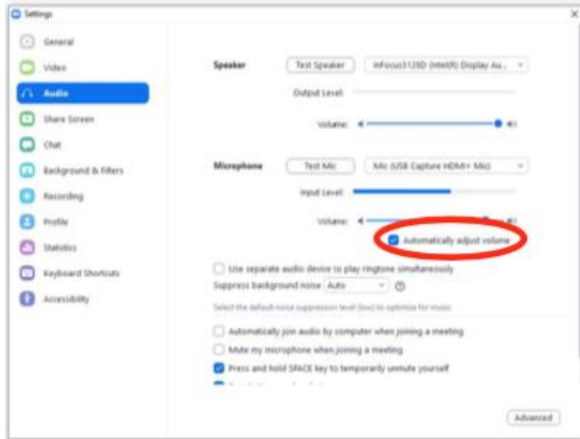
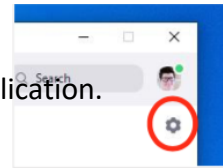


For MAC: Apple icon - System preferences – Displays –

When you select **Extend**, you extend your display and the system interprets it as having two displays connected. Your laptop then becomes screen 1 and the projector screen becomes screen 2. If you do not want to drag the document you want to view between your laptop and the screen, you can instead select the document and use the shortcut Shift + Windows button + Arrow

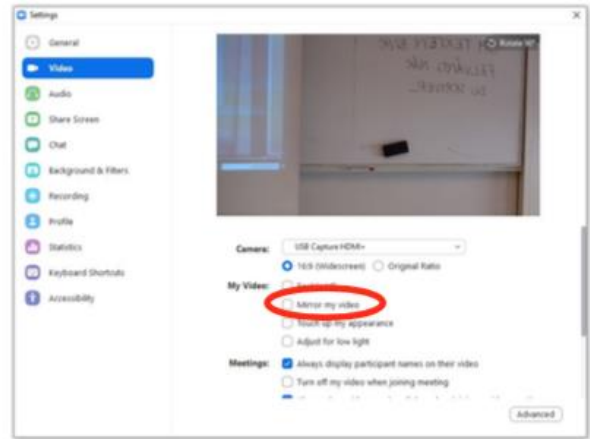
ZOOM

Before logging in to the online meeting, check two settings in the Zoom application. Click on settings



Click Audio.

Check that *Automatically adjust volume* is marked. Make sure that box *Mirror my video* is not



Click Video.

checked.

Log in to the online meeting

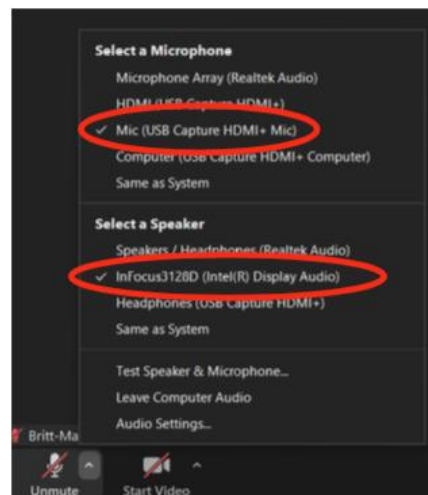
Check the sound

Click the arrow next to the microphone symbol

Microphone: Mic (USB Capture HDMI + mic)

Speaker: InFocus3128D

Check the correct settings using *Test Speaker & Microphone*

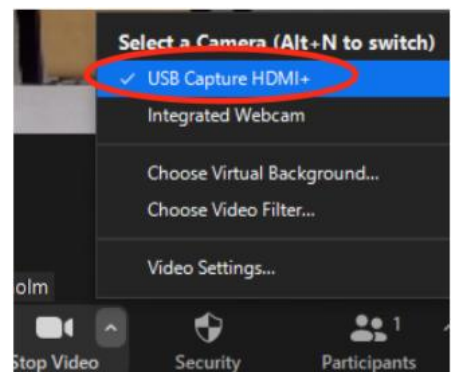


The microphone is a table microphone and the models can change slightly from room to room. Remember to place it in front of you when you speak and take it with you when you move in front of the whiteboard. It should be placed towards you as the picture shows.

Check the camera

Choose either integrated camera or camera in the room

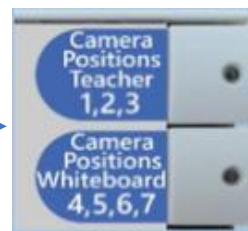
Camera in the room: USB Capture HDMI +
Speaker: InFocus 3128D



The panel has two buttons for 7 preset camera views. Press repeatedly for the desired camera position.

Button 1 – Camera Positions Teacher: overview (1), sitting by the desk (2) and standing by the table (3)

Button 2 – Camera Positions Whiteboard: whiteboard from left to right (4-6). The last position (7) films the projector canvas.



Powerpoint

Start the presentation

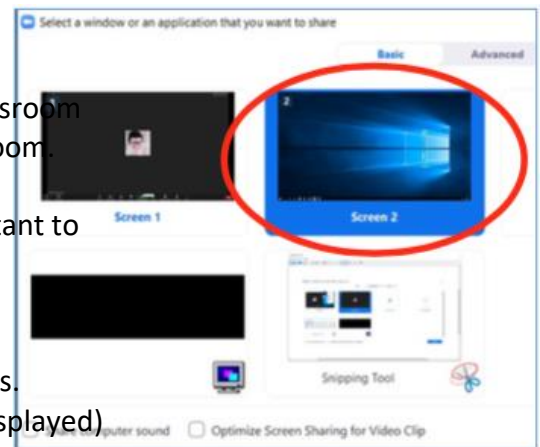
To show a presentation both to the participants in the classroom and to the participants online, share the presentation in Zoom.

Select Share and **Screen 2** (MAC: Desktop 2).

Screen 2 is the same as the projector screen. This is important to think about when you use Presenter View.

The slideshow is then displayed for the participants in the classroom as well as for the participants online and on your laptop, Presenter View is displayed with your notes.

(If you do not use Presenter View, the edit mode will be displayed)



If you do not see Screen 2 in Zoom when sharing, check that the computer is in extend and that the system is in HDMI mode.

To end

Leave the online meeting and turn off the system by pressing the red button Off on the wall panel.

Tips!

You can choose on which screen you want the online participants. Should the participants in the classroom see the participants online, show the camera images of your slide show on the projector screen, ie on screen 2. If you want only you to see the online participants, show the camera images on your laptop, ie on screen 1.

The toolbar allows you to drag and drop any screen you want, as well as drag the participant list and chat with the pop-up feature located in the upper left corner of each feature and place it on your laptop (screen 1).

If you want to show the participants in the room to the participants online, switch the camera to your integrated

