

Room 200/204 Instructions

Notes:

- There are two cameras in the room on the front and back walls
- The main board is a smart board and can be used as a touch screen as well as with the markers and erasers on the board
- There is a clicker for use with Powerpoint presentations and also has a laser pointer

Turning the System ON

- Turn on the system on using the small A/V console beneath the Smart board by pressing the power button on the console.
- The computer should already be on.
- There may be a notice on the screen about screen mirroring. Tap the screen anywhere to make it go away.
- In room 200, turn on the TV using the TV remote hopefully located on the ledge under the Smart board or on the podium. In room 204, the TV comes on automatically.

You should now see the Windows screen on both screens in the room. Use the wireless keyboard and mouse to log into the computer. You can use your own login or the school generic login “Lawclass” and password “mymclaw”.

Turning the System OFF

- In Windows, click on the “Sign Out” button on the Windows desktop (please do NOT turn off the computer).
- Tap the power button on the upper right of the A/V console, then click the “Confirm” button.
- In room 200, press the “Power Off” button on the TV remote while pointing it at the TV to turn it off.

Video System

For Zoom sessions, we are currently using the A/V console to control the cameras. This will change when the company finishes the installation. The cameras will work automatically at that point.

On A/V console, press the camera icon. It will show a default image with two icons beneath it:

Presenter

Students

The Presenter button activates the camera at the rear of the classroom. There are 4 Preset buttons, but only the first 3 have been set up:

Preset 1: Shows full front of classroom, including white board and Smart board

Preset 2: Shows white board

Preset 3: Shows Smart board

Preset 4: Not set

The Students button activates the camera at the front of the classroom. There are 4 Preset buttons, but only the first 3 have been set up:

Preset 1: Center of classroom seating area

Preset 2: Left side of classroom seating area

Preset 3: Right side of classroom seating area

Preset 4: Not set