

UC 123 Smart Classroom

Hopefully everything you need to know to use this room

UC 123 Smart Classroom

Features available:

1. Desktop computer or plug in your laptop
2. Touchscreen AV controls
3. Front and rear projectors
4. Smartboard
5. Room speakers and microphones
6. Collaborate with room computer
7. Videoconferencing
8. Connect to room audio via phone
9. Document camera
10. End of class

1. Computer

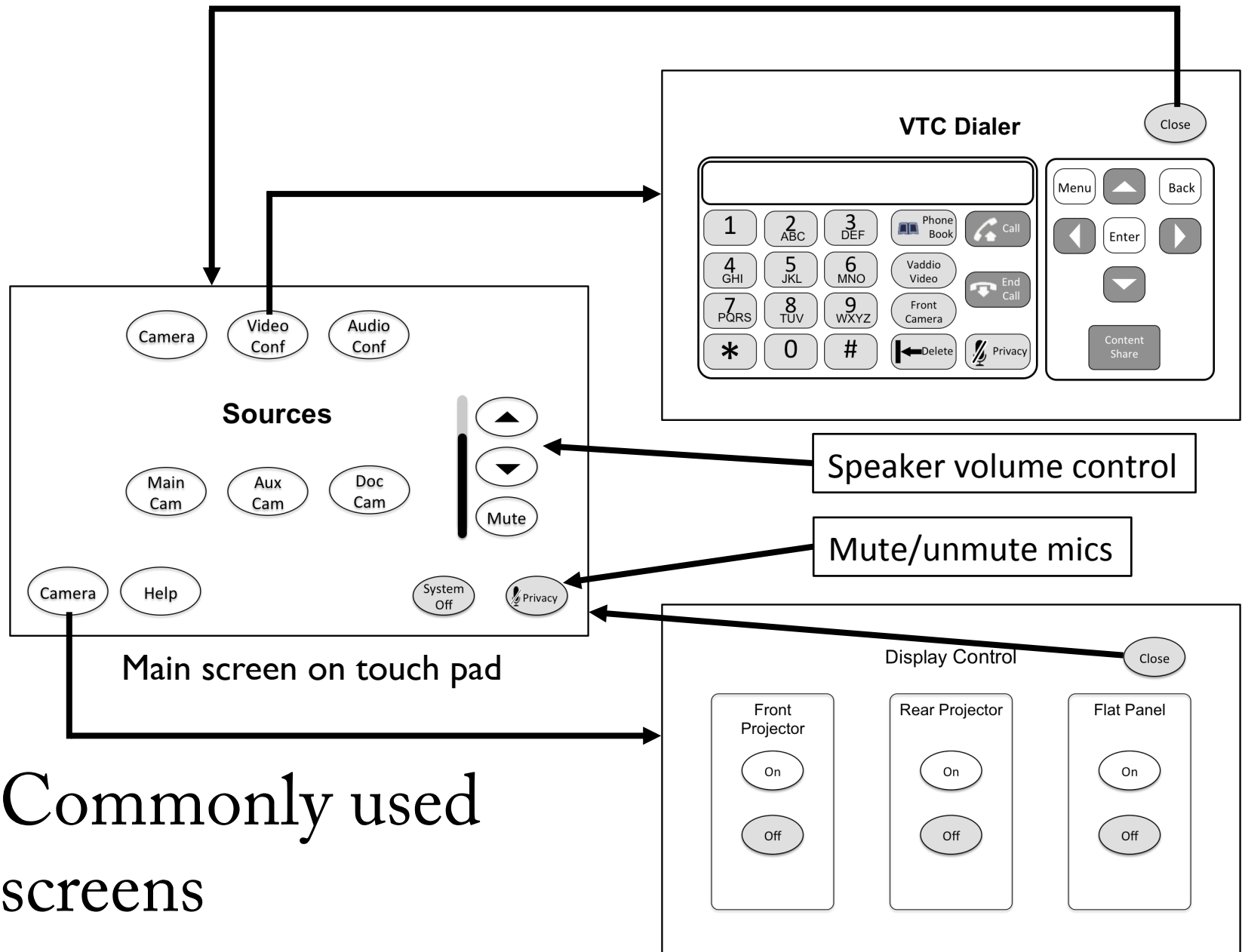
- Log in with your UAA username and password
- Adjust height of monitor and keyboard: Grasp the horizontal arm that holds the keyboard to raise/lower the entire unit.
 - The monitor can be raised/lowered
- Computer is in bottom right of the desk if you need to power it on
- Flash drive can be plugged in to the front of the computer (if you brought one to access your files during class)

1a. Using Your Laptop in 123

- VGA cable to connect to the projector
 - Include audio cable to connect to room speakers
 - **Can not connect to room microphones**
- USB cable to connect to Smart board.
 - USB cable with the VGA cable – plug into computer and plug the other end into the USB connector on the black panel to the left and down from the phone. You will need to unplug the USB cable that's there (it goes to the computer)
 - **MAKE SURE TO PLUG THE USB CABLE BACK INTO THE WALL** so the room PC can connect to the Smartboard

2. AV Touchscreen Controls

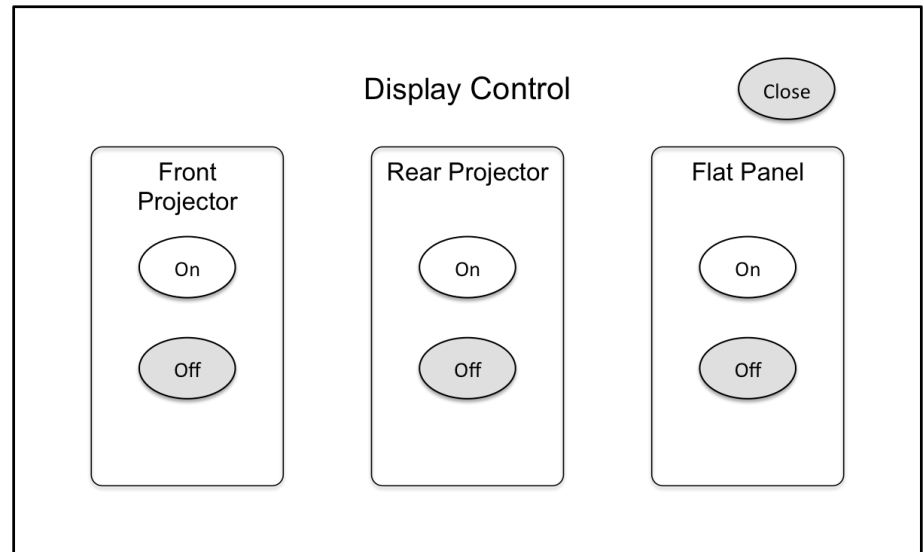
- Close button in the upper right brings you back to the main screen.
- Buttons:
 - Display Control (lower left) turn projectors on/off
 - Volume control on main screen
 - Privacy (Mute/unmute speakers)
 - Video Conf
 - Select camera
 - Pan/zoom on front camera
 - Content share
 - Audio Conf: telephone in to room audio system
- See next slide for diagram



Commonly used screens

3. Projectors and flat screen

- Turn projectors and flat screen on via Touch panel
- Usually the Touch Panel is on the Display control screen
- Front projector shows computer or laptop by default.
- Back projector shows computer/laptop screen by default. This can be changed.
 - If not, close projector screen to return to main screen
 - Click Video Conf button
 - Click content share(d) and wait 10 seconds



4. Smartboard

- Make sure Smart tools are launched on the computer or your laptop
- Orient the board:
 - press the keyboard and mouse buttons in the center of the board tray
 - Use a pen to draw a line to and touch the center of each of the targets
- Smart Ink writes on applications

5. Speakers

There are 3-4 different controls to set the sound levels.

- Dial knob under the phone should be set to high noon
- Touchscreen: Slider bars on right side of main screen are 2/3 green
 - Use the up and down arrows to adjust
 - Mute button under volume arrows is grey. Press the button if it's aqua blue (on) to toggle it off.
- If using computer audio, check its sound levels and output source

5a. Microphones

- The room microphones work with the computer and with the video conferencing. On the main screen, the microphones toggle on/off by pressing the mic privacy button in the lower right of the main screen.
- Most of the time, the microphones are just on. However, when the system starts up, the mic is muted default and the privacy button is flashing aqua on the main screen of the touch panel.
- If the privacy button is flashing on the main touchscreen, the microphones are muted. Press the button to unmute (stops flashing)

There are 7 button microphones in the ceiling.

6. Collaborate

- Computer only, not laptop (need to access room microphones)
- Access to room audio
- Use the USB webcam on or near the monitor for video feed of instructor
- In Collaborate, run the Audio Setup Wizard.
 - Speakers: Speakers (Realtek High Definition Audio)
 - Mics: Line In (Realtek High Definition Audio)
- If microphones don't work, they may be muted. Check to see if the privacy button is flashing on the main touchscreen.

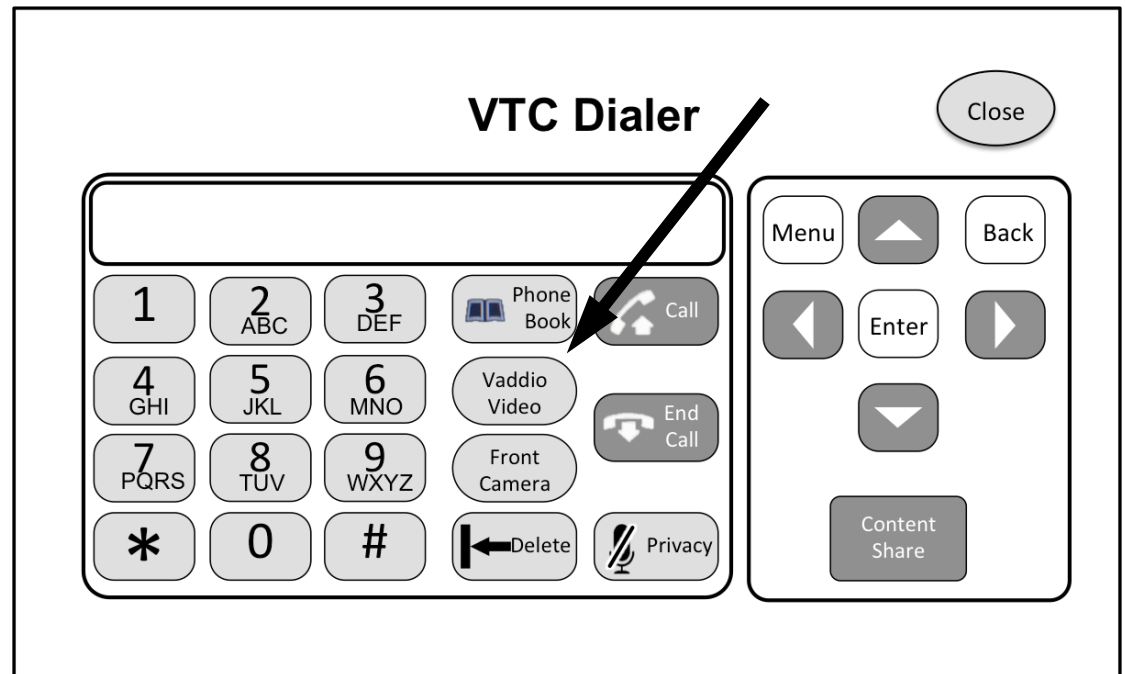
7. Video Conferencing (VC)

- Set up in advance with OIT or AV Services
- Log in to computer for application sharing
- Turn on the projectors and flat screen
- The call should come in 5 minutes before the start of your session
- Choose one of two cameras
 - tracking camera on side wall
 - Polycom camera in front
- Call OIT Video Conferencing for any difficulties (see bottom right of page)

7a. VC Camera – Vaddio Tracking Camera

. To switch between the two cameras, click the Video Conf button on the main screen.
Vaddio Camera:

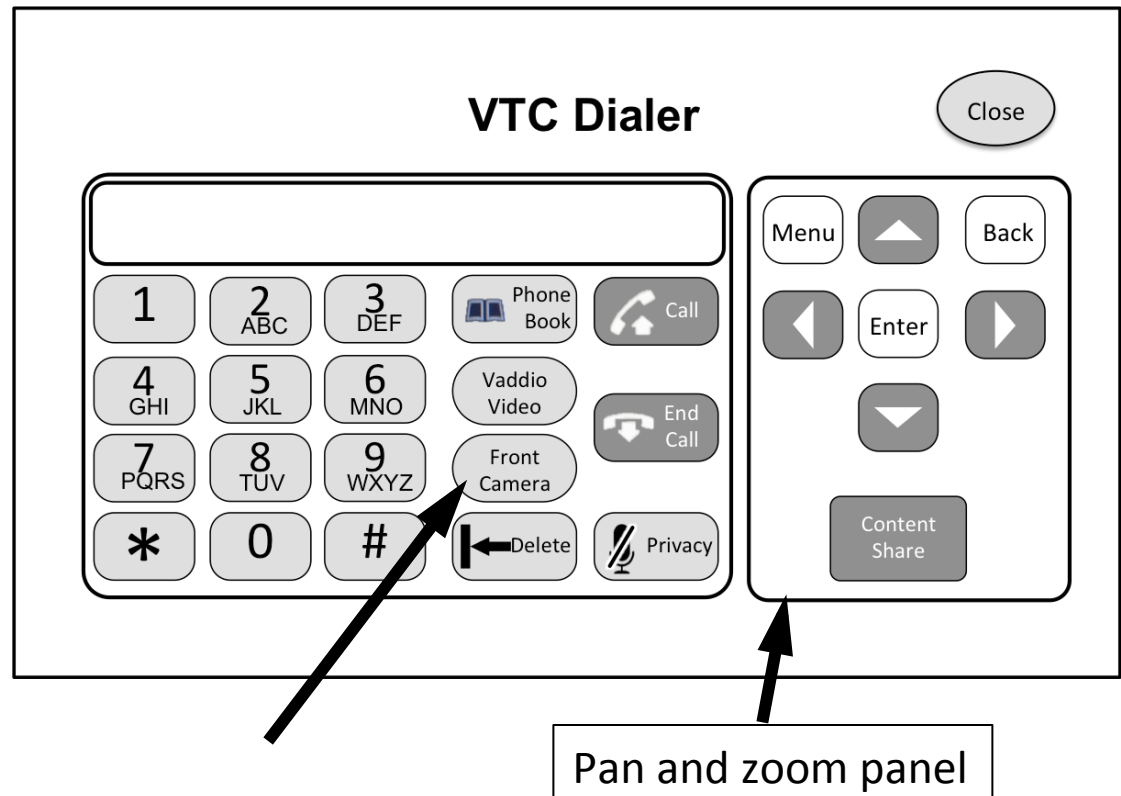
- Located on side wall
- No zoom or pan
- Defaults to instructor computer
- Shows front screen if someone stands there.
- Lanyard and power pack stored in cabinet in desk
- Slowly tracks the lanyard around the room



7b. VC Camera- Polycom Camera

To switch between the two cameras, click the Video Conf button on the main screen.
Polycom Camera:

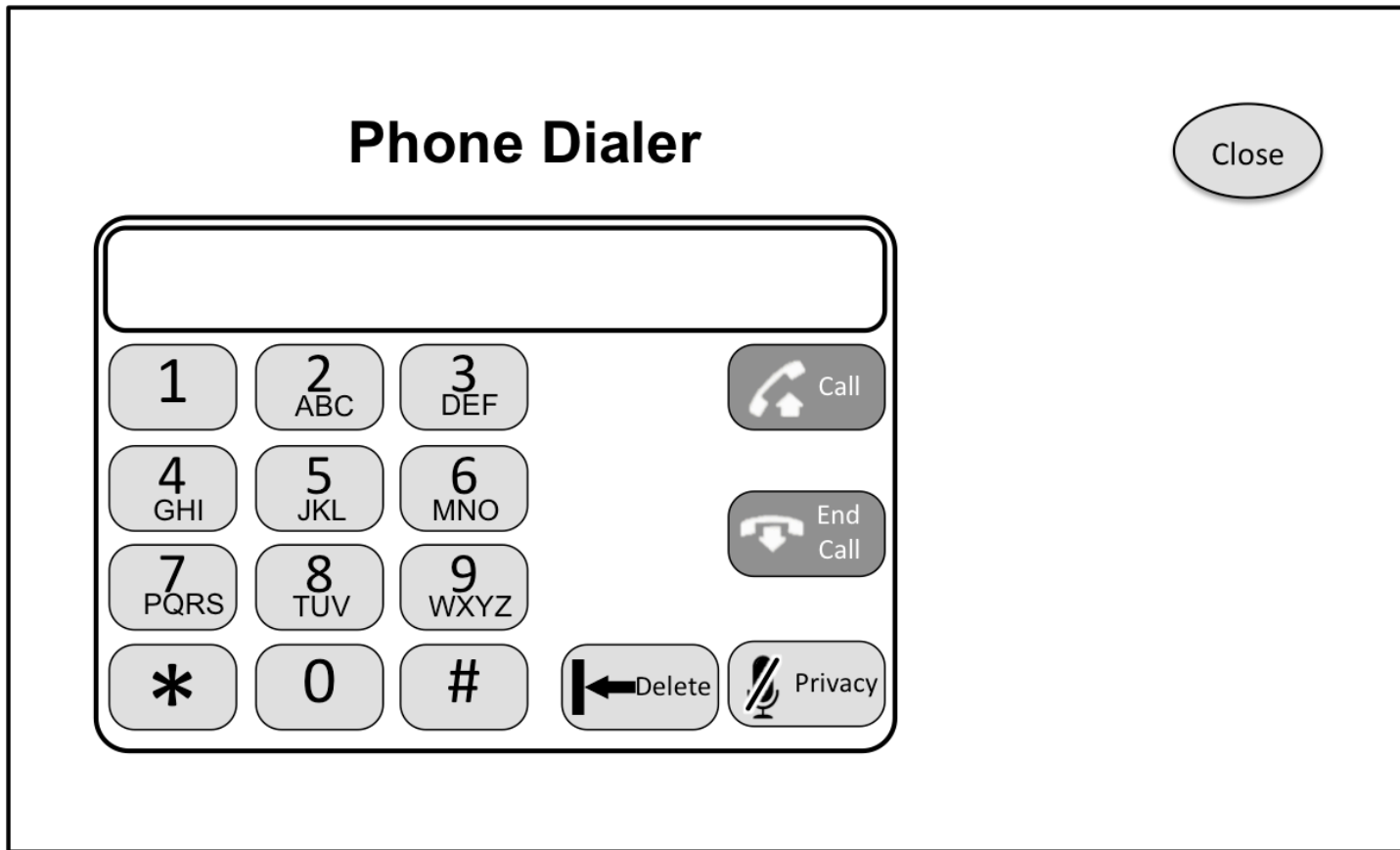
- Click its button to select it
- Brings up Pan and zoom window on Touch panel



8. Audio Calling

- The Polycom system is set up to receive or make calls from the touch screen
- Select Audio Conf button from main screen to access
- Room audio is used for the call
- Call 786-1505 to connect to the room audio system
- Call out from the touch screen.
- You can make or receive one call.

8a. Audio Dialer Screen



9. Document Camera

- Configured to primarily work with video conferencing
- To use with computer/laptop:
- On main screen, click Document Cam button.
 - If content share is on, Doc Camera displays on flat screen(default)
 - If content share is off, Doc Camera displays on rear screen
- The remote to control zoom is stored in the bottom left cabinet of the desk.
 - Vaddio brand name
 - Zoom, adjust brightness
- There doesn't appear to be a way to connect the doc cam to Collaborate or Lync

10. End of Class

Return everything to how you found it:

- Turn off projectors
- Log out of computer
- Take your flash drive
- Plug computer smart cable back in

About this Document

- Created in 2014 by Lee Henrikson
- CTC IT has a copy
- Please tell us how it can be improved!