PROJECTED IMAGE: Anything on this screen can be recorded and displayed to students. This screen is identified by the presence of desktop icons.

PRIVATE IMAGE: Because this screen is not recorded, you can use it for preparation (i.e. windows and applications to be used later in class) or inputting passwords or other sensitive information. This screen is identified by the lack of desktop icons.

If an application opens on the PRIVATE IMAGE monitor, it will not be projected. To show it to students, minimize the application, then click and drag it over to the PROJECTED IMAGE monitor via the top bar (by the X option).

1. Log in to the classroom PC using your MC1 credentials/employee ID
2. Find the PROJECTION OPTION(S) on the AMX panel (they will either be an image of a projector or a TLS logo)
   - A sub-menu should appear with the options ON, OFF, and BLANK.
   - Some rooms may have the option to lower the screen here as well.
3. Log in to Zoom and begin the meeting. Ensure your video settings are properly adjusted.
   - If Zoom is mirroring the video go to the bottom left of the Zoom window and click on the ^ ARROW beside START/STOP VIDEO button and select VIDEO SETTINGS. From here, deselect MIRROR MY VIDEO.
   - Note: if the video option is selected but the screen is black and you cannot see either the video of yourself OR the classroom PC view, call TLS as a quick tech reset will be required and is an instantaneous fix.
4. If applicable: Open drawer and get a mic pack. Attach your personal mic stem carefully, lining up the prongs and holes. When inserting the mic stem, the black button should be facing the front. Turn the mic on and ensure the light is GREEN.
   - Main volume (classroom speakers) and Wireless Mic volume (lavalier/lapel mic, Blue Yeti) can be adjusted on the AMX panel.
5. Ensure your Zoom sound settings are properly set by clicking the ^ ARROW beside MUTE.
   - If you are the primary speaker, you will likely use the lavalier/lapel microphone. Under SELECT A MICROPHONE select DIGITAL AUDIO INTERFACE.
   - If you will have seminar/discussion sessions, you will likely use the yeti microphone. Under SELECT A MICROPHONE select YETI STEREO MICROPHONE.
   - You can switch which one you are using during class, just follow the steps above to switch settings.
6. Perform a sound test by clicking TEST SPEAKER & MICROPHONE. Ensure your volume settings are turned up on the AMX panel and adjust them as necessary.
   - If you have volume turned up and none of the speakers are producing sound, try restarting the PC by pressing and holding the POWER BUTTON on the PC in the cabinet.