

GENERAL SET UP

Projected Image: Anything on this screen can be displayed to students on Zoom AND classroom data projectors. This screen is identified by the presence of desktop icons.

Private Image: This screen is not recorded and can be used for preparation (i.e., windows and applications to be used later in class), inputting passwords or notes. This screen is identified by the lack of desktop icons.

If an application opens on the **private image** monitor, it will NOT be projected. Click and drag it over to the **projected image** monitor via the top bar of the window if you would like it displayed.

1. **Log in to the classroom PC** using your MC1 username and password.
2. **Find the projector option(s)** on the AMX panel (they will either be an image of a projector or a TLS logo).
 - a. 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.
 - a. If Zoom is mirroring the video, go to the bottom left of the Zoom window and click on the ^ arrow beside the Start/Stop Video button and select Video Settings. From here, deselect Mirror My Video.
 - b. 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 at 613-520-3815 as a quick tech reset will be required.
4. **If applicable, open the drawer and get a mic pack.** Attach your personal mic stem, 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.
 - a. Main volume (classroom speakers) and wireless mic volume (lavalier/lapel mic, Yeti) can be adjusted on the AMX panel.
5. **Ensure your Zoom sound settings are properly set** by clicking the ^ arrow beside Mute.
 - a. If you are the primary speaker, you will likely use the lavalier/lapel microphone. Under Select a Microphone select Digital Audio Interface.
 - b. If you will have seminar/discussion sessions, you will likely use the Yeti microphone. Under Select a Microphone select Yeti Stereo Microphon.
 - c. You can switch which one you are using during class by following 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.
 - a. 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.