THREE SCREEN SOLUTION

Disclaimer: For this option to work, the room must have two projectors with the exception of C164 and C264 Loeb.

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.

1. **Log in to the classroom PC** using your MC1 username and password.
    a. This username/password combo is also used for Zoom.
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** on the classroom PC and begin the meeting. Ensure your video settings are properly adjusted.
    a. If Zoom is mirroring the video, go to the bottom-left corner 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."
4. **If applicable, open the 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.
    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 Microphone."
    c. 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.
    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.
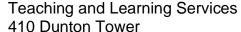
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7. **Ensure the Zoom call is open on the projected image monitor**. Click and drag it over if necessary.
8. **Connect your laptop** to the HDMI port on the desk. Ensure that laptop is selected on one side of the AMX panel and computer is selected on the other.
9. **Ensure the display settings are set to Extend** on your laptop.
   a. Mac Users: open System Preferences, select Displays, then click Display Settings. From there, select the second monitor, and choose Extend Display from the pop-up menu.
   b. PC users: Right click on the desktop and select Display Settings. Scroll down until you see the Multiple Displays heading, and make sure the drop-down option is set to Extend Display.
10. **Open your PowerPoint presentation** on your laptop.
11. **Ensure your notes will be visible** while you show yours slides to students. Click the Slide Show tab on the top of the PowerPoint window, and check off the Use Presenter View option towards the right.
12. Click the Slide Show button on the bottom of PowerPoint or the From Beginning button on the left of the Slide Show tab.
    a. If the projected image is displaying the notes and your laptop screen is showing the slides, exit the Slide Show, and go back to the Slide Show tab.
    b. Above where you selected Use Presenter View, click on the drop-down menu beside Monitor and swap it to the other monitor option.

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