

Classroom Zoom Instructions

Full Flex

This room is equipped with a wall mounted **Huddle Camera**, **Epson document camera** and **microphone**, which when used with the instructional PC, can be used as your audio and video sources for your Zoom, **Teams**, or other remote presentations.



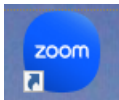
Huddle Cam



Samson G Trac Pro

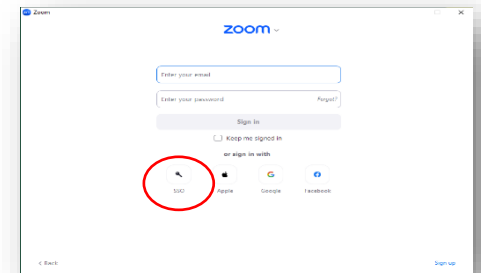


Epson Doc cam

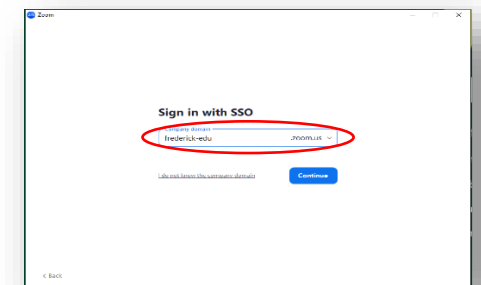


After logging into the PC, Launch the **Zoom** application by clicking on the icon on the Home screen or lower toolbar. Turning on the projector will display your session to the projection surface in the room.

1. A Zoom sign in window will appear. Click the Single Sign On (**SSO**) icon in the lower left. Another sign in screen will follow this.

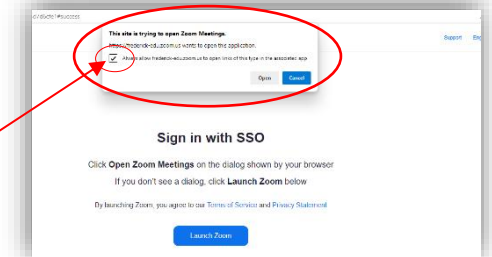


2. After the Single Sign On screen appears, enter Frederick- edu in the company domain box. **Make sure you enter frederick-edu using a dash and not a period.**

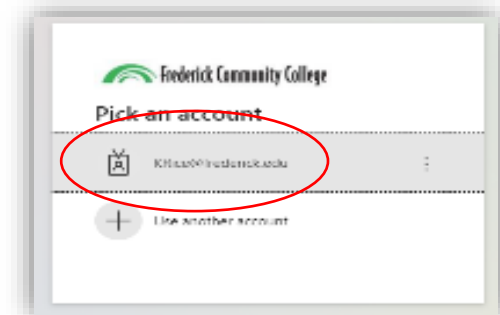


Click continue.

3. Check the box allowing Frederick.edu to open the link and then click open.

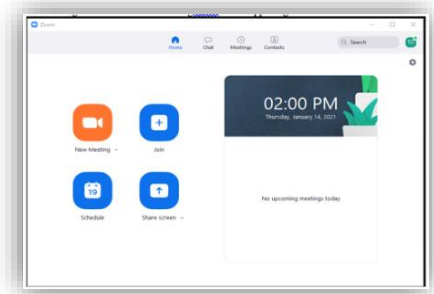


4. You may see an additional **FCC log in screen** appear in the process. Select your account, which will take you to the following FCC login screen. Enter your user name and password.

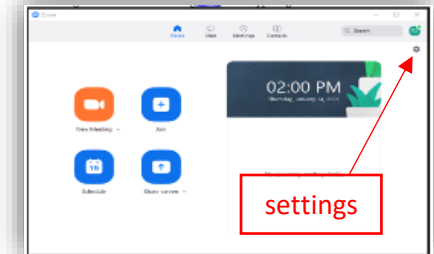


If not, proceed to step #5 on the reverse side.

5. After signing in, you will be directed to your Zoom account home screen. **Make sure the Audio/Video system for the room is on.**

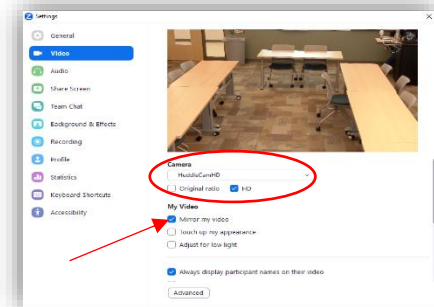


6. Before starting your meeting, you will need to test your audio and video settings to make sure you have selected the correct camera and microphone and that they are working properly as many rooms have multiple microphones/Cameras. Your Zoom account screen will enable you to test these devices and make any necessary changes to your personal settings before your meeting.

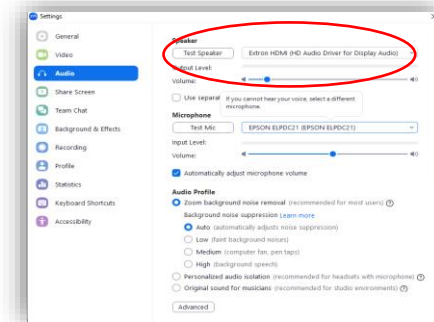


Below the top toolbar under a colored circle with your initials, you will see a small settings icon. Clicking the icon will bring you to your personal account settings.

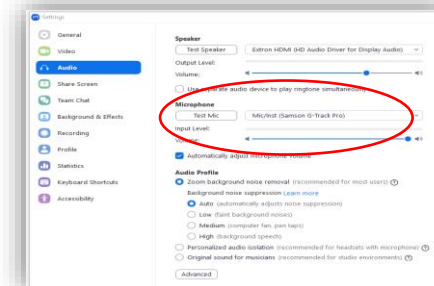
7. Under the **VIDEO** tab, you will see a dropdown under **CAMERA**. Select **Huddle Cam** for your camera. **The Epson document camera may be used as well if the room is so equipped.** Make sure **HD** aspect is selected and then be sure to **UNCHECK** Mirror my video. Further down, check **Display up to 49 participants** per screen view.



8. Next click the **AUDIO** tab. Next to the **“Test speaker”** icon is a drop-down box of available speakers. Select **“EXTRON HDMI”** from the drop down. Then click the **“TEST SPEAKER”** box. There is also a volume adjustment bar there as well. You will hear a test tone coming from the overhead speakers in the classroom. You may need to adjust volume of the overhead speakers by using the A/V wall controller as well.



9. Next to the microphone settings, there is a drop-down box for available microphones. Select **“Samson G-Trak Pro”** as your microphone. Click **“Test Mic”** and begin speaking. After several words, stop and listen for a recorded play back. You may need to adjust the audio volume using the wall mounted A/V control. After closing out of the settings window, you are ready to start your Zoom meeting by selecting meetings on your Zoom home screen. A final dialogue box may appear asking to **Join with computer audio**. Click Join with Computer Audio to start your session.



Remember to log out of the PC after your session and turn the A/V system off as well.

