This Dual Mode Classroom is equipped with both audio-visual and distance learning systems. The AV system consists of these basic units: 1) Projector, 2) Podium, 3) Computer, 4) Sound System, 5) Lapel Microphone, 6) Camera, and 7) Touch Panel.

The lapel microphone and camera connect to the computer. This allows the classroom to be Zoom-ready at all times. Since the computer is configured to work with the room’s equipment, other presentation devices such as personal laptops or tablets, Apple TVs, document cameras, and Blu-Ray players are prohibited. If the equipment appears to have been tampered with, or is non-functional, please contact the ITS Service Desk at ITSServiceDesk@luc.edu.

Setting Up the Computer:

On the computer’s keyboard, press Control + Alt + Delete and log in with your Loyola UVID and password. Once logged in, access your presentation, save it to the desktop, and then open the presentation.

Turning On the AV System:

1. Locate the Touch Panel, and press the darkened screen.
2. After the panel awakens, press the logo to turn on the system.
3. After the systems powers up, press the source button for the computer to select it as the video source and power on the projector.
4. If you do not see the computer image after letting the projector warm up (~1 minute) press Computer once more.

Adjusting the Lapel Microphone:

1. Attach the microphone, and turn it on. Be sure to attach it up high and near the centerline of the body.
2. Use the touch panel to adjust the sound level for the on-site students. Press the Mic button, and adjust the level with the up-and-down buttons while you speak.

NOTE: The lapel microphone should never leave the classroom. It is synced to this specific classroom and will not work anywhere else.

Setting Up Zoom:

1. Log in to Zoom at https://luc.zoom.us with your Loyola UVID and password. Navigate to the Meetings page. Locate your meeting, and click the Start button.
2. Alternatively, you can start your Zoom session from within your Sakai course. Log in to Sakai at https://sakai.luc.edu/ with your Loyola UVID and password. Navigate to your class, and click the Zoom tab along the left side of the page. Click the Start button.
3. After Zoom opens, click the “Join with Computer Audio” button to use the lapel microphone with Zoom. Click the caret (^) next to the microphone icon in the lower left of your screen. Select “Test Speaker and Microphone,” and follow the on-screen instructions for testing your audio.
4. If you wish to share your camera, click the “Start Video” button next to the microphone icon. Use either the remote control or the touch panel to adjust the camera. To use the touch panel, press Camera Controls located on the source page. Use the directional arrows to change camera angle, or choose one of the presets.
5. If you wish to record your session, be sure to start your recording. We recommend using Zoom’s cloud recording.
Sharing Your Computer Content:

1. Click the green “Share Screen” button at the bottom of the screen. Check the “Share computer sound” box, and double-click the box labeled “Screen.” The participants will now be able to see everything on your screen.
2. To start a PowerPoint presentation in full screen, select the Slide Show tab in PowerPoint, and click “From Beginning” in the Start Slide Show section. This will show your presentation to those in the room and on-line.
3. Be sure to monitor the chat window in case those watching on Zoom have questions.

Ending Your Presentation and Shutting Off the AV system:

1. When the lecture has completed, click “End” in the lower right of the Zoom window, and then click “End Meeting for All.”
2. Be sure to turn off the lapel microphone, and place it on the podium or rack drawer.
3. If you have made any local recordings, be sure to save them to the cloud or a USB drive before logging off the computer.
4. Click the button on the touch panel that represents turning off the AV system. Select Yes at the confirmation window.

Cleaning the Workspace:

It is of the utmost importance that we respect each other’s health and safety by taking the necessary steps to ensure that each classroom is prepared for disinfecting between classes. Please follow the cleaning and safety recommendations per the University’s guidelines.

Receiving Additional Assistance:

ITRS is here to help you with all of your technology needs. Contact us at any time by emailing the Service Desk at ITSServiceDesk@luc.edu. ITRS is offering one-on-one virtual training with the equipment we just overviewed. Please visit the ITS Academic Continuity Resources web page (https://www.luc.edu/its/itsacademiccontinuityresources) for upcoming dates and times of training sessions as well as Zoom instructional resources.