

SMUFlex Classroom Instructions

Caruth 147

Before Class Begins

1. Setup your Zoom class meeting
2. Make sure to use the following Zoom meeting settings
 - a. **Topic:** enter the class name
 - b. **When:** enter class dates, select Recurring Meeting
 - c. **Security:** select Passcode (do not use Waiting Room)
 - d. **Meeting Options:** select Record the meeting automatically, in the Cloud
 - e. Click **Save**
3. Communicate with students on how to connect to the Zoom meeting.

Setting Up the Podium Computer

1. Login to the podium computer with your SMU credentials (*do not use the guest login*)
2. Tap the touch panel to power on the projector and select your source
3. If your room has a lavalier microphone, put on the microphone and verify that it is turned on
4. Start your zoom meeting
 - a. Launch **Zoom** from the desktop and sign in using SSO
 - b. Test your Zoom settings
 - i. Click the Arrow next to the Mute Icon
 - ii. Select Test Speaker and Microphone
 - iii. Follow the on-screen prompts
 - c. **Start** the meeting
 - d. **Share content** (we recommend sharing the entire desktop to easily switch between files/sources)
 - i. If you are sharing audio or video files, remember to click **Share Computer Sound** and click **Optimize Screen Sharing for Video Clips**
 - e. Click **Record Meeting** and save the file to the cloud.

Connecting Personal Devices

1. Personal devices can be used in the rooms but the Zoom recording must be done from the podium computer.
2. For a secondary device, connect to Zoom and share content as a host or alternate host. **Do not connect your laptop to the podium connectors.**


QOMO Touchscreen Monitor

1. Using the Whiteboard in Zoom:
 - a. Select Share Screen from Zoom
 - b. Select Whiteboard
 - c. Start writing with the attached stylus
2. Using PowerPoint in Presentation mode:



- a. On the bottom left of the screen, select Pen Tool
 - b. Start writing with the attached stylus
3. Using Word or PowerPoint (not in presentation mode)
 - a. Select the Draw tab, and select Draw
 - b. Start writing with the attached stylus

At the End of Class

1. **Stop** the Zoom recording
2. **End** the Zoom meeting
3. Log out of the PC by clicking the Start button, then the user icon and  click Sign Out
4. Place the microphone back on the charger.

At the End of Class (Personal Devices)

1. **Stop** the Zoom recording
2. **End** the Zoom meeting
3. Disconnect the cables from your computer
4. Click **Off** on the keypad to power off the displays

