LAW SMUFLEX TECHNOLOGY (FLORENCE 204)

BEFORE CLASS BEGINS

1. Turn on the displays by pressing the **power on** key located on the keypad controller. Then select either **HDMI** or **VGA**.
2. **Connect the HDMI or VGA** and speaker cable to your laptop. Cables are stored in the box on the wall in each room. Faculty are encouraged to bring their own cable as well in case the one in the room is missing.

    a. **Windows computer:**
        i. Press the **Windows key** and the **P** key simultaneously.
        ii. Using your arrow keys, highlight **duplicate** and press enter.
    b. **Apple computer:**
        i. Click the **Apple** icon and select **System** Preferences
        ii. Select **Displays**
        iii. Select **Mirror** from the Arrangement menu
3. Connect the **USB cable** that extends from underneath the whiteboard. This provides a connection to the cameras and ceiling microphones in the room. For older laptops that do not have a USB3 port, please know that the video quality
4. Start your zoom meeting
    a. Launch **Zoom** from the desktop and sign in using SSO
    b. **Start** the meeting
    c. **Verify** your audio and video settings in Zoom (Click the arrow next to audio and video)
        i. **Microphone:** Echo Cancelling Speakerphone (ConferenceSHOT AV)
        ii. **Speakers**: HDMI Splitter (if connected via HDMI)
        iii. **Camera**: ConferenceSHOT AV
    d. **Share content** (we recommend sharing the entire desktop to easily switch between files/sources)
    e. Click **Record Meeting** and save the file to the cloud

About audio and video: In most Florence rooms, the ceiling microphones will pick up questions and discussions from the audience and transmit that via zoom. Remote participant audio will be heard via the display speakers.

OWL CONFERENCING CAMERA

1. Place the Owl near the center of the table
2. Verify the Owl is turned on and not muted
3. Select the OWL as your source for any of the following: Microphone, Speaker and Camera
    a. Click the arrow next to the mute button and select OWL under Speaker and/Or Microphone
    b. Click the arrow next to the video button and select Owl as the camera source

AT THE END OF CLASS

1. **Stop** the Zoom recording
2. **End** the Zoom meeting
3. **Disconnect** the HDMI cable and the USB cable from your laptop. Please place the HDMI cable back in the wall box for the next instructor.
4. Turn off the displays by pressing **Off** on the keypad
5. Following class, remember to transfer your Zoom Cloud recording to Canvas' Panopto video sharing system.

FOR EMERGENCY ASSISTANCE, CALL (214) 768-8888