SMUFLEX CLASSROOM INSTRUCTIONS PROTHRO 209

BEFORE CLASS BEGINS (ALL)

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.

STARTING YOUR CLASS

1. Turn on the projectors/displays by pressing the power on key located on the keypad controller
2. Select HDMI
3. Connect your laptop to the HDMI cable
    a. Windows computer: Press the Windows Key and the P key simultaneously. Using your arrow keys, highlight duplicate and press enter.
    b. Apple computers: Click the Apple icon and select System Preferences. Select Displays. Select Mirror.
4. Connect the USB cable for the video cameras
5. If your room has a lavalier microphone, put on the microphone and verify that it is turned on
6. 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
    a. If you share an audio file from the podium computer, you will need to mute the room speakers via the touchpanel to avoid an echo in the room. Then unmute the touchpanel to use the microphone when the audio/video file is finished.

WHITEBOARDING WITH WEB CAMERA OR MOUNTED CAMERA (L)

1. Focus the camera on the whiteboard
2. For mounted cameras, tap the appropriate preset on the touch panel to zoom into the whiteboard in the room

AT THE END OF CLASS

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

For emergency classroom assistance, call 214-768-8888

For videos and additional information, visit smu.edu/classroomtech.

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