

COX SMUFLEX TECHNOLOGY REMINDERS

BEFORE CLASS BEGINS

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. **Start** the meeting
 - c. **Share content** (we recommend sharing the entire desktop to easily switch between files/sources)
 - d. Click **Record Meeting** and save the file to the cloud
5. Launch a browser window and connect to the whiteboard shared session if applicable
6. Launch the document camera software if applicable



FIRST TIME CONFIGURATION FOR COX ROOMS

1. In Zoom, click the arrow next to the Video icon and click **Video Settings**
2. Click the **General** icon on the left
3. Check the box to use **dual monitors**
4. Click the arrow next to the audio icon
5. Verify that the Microphone is set to USB Audio Codec and the Speaker is set to DVX.
6. Exit and restart Zoom for settings to take effect
7. Launch **PowerPoint**
8. Click on **Slideshow**
9. Set the Monitor to **Primary Monitor**

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.**
3. For rooms with Mersive devices, any computer connecting for screen sharing in the room must also share that content within Zoom from their laptop.

CONFIGURING THE CONFIDENCE MONITOR

1. In your active Zoom meeting, click Share Screen
2. Select Monitor 2 (podium monitor) Note: If you wish to share your computer audio, you must also select "share computer sound"
3. Click Share
4. Drag the undocked participant list to the confidence monitor and resize as needed.

If you stop screen sharing, all zoom controls will merge back to the single primary monitor. If you share again, the gallery view should automatically return to the confidence monitor for that meeting only.

WHITEBOARD OPTIONS

Your classroom should be equipped with one of three options for displaying content from the whiteboard into Zoom: a Kaptive device, an Epson interactive device, or a webcam or mounted camera.

Kaptive

1. Launch a browser window and go to **kaptive.live**
2. Enter your **name** and the **Camera ID**. This will be posted in the room.
3. Hit **View board**
4. Hit the **Start** button on the Kaptive puck (If the kaptive is in a previous session, hit the button on the Kaptive puck to end that session and then hit it again to initiate the new session)
5. **Tip:** Click **Share Session** link and copy the link ID to the chat window in Zoom. This would allow remote participants to view the whiteboard directly from their browser window.

Epson

1. Tap the **Share** icon on the Epson whiteboard
2. Select your sharing mode
3. Click **Start**
4. From the podium computer, open a browser window
5. Type the **IP address** of the Epson whiteboard
6. Click **Whiteboard**
7. Enter the **pin code** displayed on the Epson for that session
8. Click **Connect**
9. Before using the whiteboard in class, display your browser in Zoom so remote participants can see. You can also share the IP address and code with the students to allow them to connect directly. You will need to use the special digital pens to write on the whiteboard and display the content to the remote participants.

AT THE END OF CLASS

1. Finalize your whiteboard session
 - a. Kaptive
 - i. If you wish to save the files from the whiteboard, visit the Kaptive browser session
 - ii. Click **Shared==Download---** and select your destination (recommend using the email feature)
 - iii. Click **End** to close out the whiteboard session
 - b. Epson
 - i. Select **stop sharing** on the whiteboard
2. **Stop** the Zoom recording
3. **End** the Zoom meeting
4. Log out of the PC by clicking the Start button, then the user icon and click Sign Out 
5. Place the microphone back on the charger.
6. Following class, remember to transfer your Zoom Cloud recording to Canvas' Panopto video sharing system.

