Using Classroom Technology

Video Projection
Traditional classrooms feature a ceiling-mounted projector and a large projection screen.

To turn on the projector:
1. Tap the touch panel to wake it up.
2. On the welcome screen, tap again to reach the main menu.
3. In the main menu, select a video source (Laptop or PC). This will automatically turn on the projector, lower the screen, and route the video source to be projected.

Using the Instructor Computer
Most classrooms feature a Windows PC as the in-room computer.

1. Log-in using your Bauer username and password, or Class (generic account) and password 12345.
2. Be sure to log-out at the end of your class session!

Connecting Your Own Device
If you would prefer to bring your own device for teaching, all podiums will feature an HDMI and/or VGA cables and to connect laptops and tablets.

1. Connect the HDMI or VGA cable to your device.
2. On the touch panel, select Laptop as the Source to begin projecting.

Microphones

Most rooms offer two microphone options are provided to ensure that Faculty will be audible to all students, especially in the back of the room.

> 1. Podium mic: Located at the podium. Mic can be turned on/off with the "Push" button. Volume is controlled on the touch panel.
> 2. Hand-held mic or lapel mic: This can be used as an alternative to the podium mic. It can be turned on/off with the integrated switch. Volume is controlled at the touch panel.

Many rooms will also be equipped with a ceiling microphone, that is utilized for picking up student voices for Zoom. See the section below on Video Conferencing with Zoom for information about starting up a Zoom call and utilizing this feature.

Audio System

Classrooms have a built-in audio system with speakers for amplifying sound from video and audio from the in-room computer or your personal device. Volume is adjustment is done using the touch panel. There are separate adjustment meters for computer audio and microphone audio.

Video Conferencing with Zoom

Zoom is the officially supported video conferencing platform of Bauer College. Zoom may be utilized in a class in the event that a student is joining the class virtually. Additionally, Zoom can also be used to bring in a virtual guest lecturer.

Some rooms are equipped with webcam that connects directly to the in-room computer via USB.

Some rooms are equipped an in-room camera system. In these spaces, a dedicated ceiling-mounted room microphone will also capture audio of the entire room and feed it to the in-room computer.

In rooms with dual cameras, launch **OBS Studio** and **Start Virtual Camera** to show both the instructor cam and audience cam.

To get set-up for a Zoom call:
1. Open and log in to the Zoom application.
2. Under Settings > Audio/Video, ensure that camera and microphone are working properly.
3. Start your Zoom call and remember to adjust the webcam to make sure it is capturing the right field of view.

How to Request Tech Support

Need Classroom Support? Call the Bauer IT Help Desk at 713-743-4871 or submit a ticket at
helpdesk.bauer.uh.edu

We will ask instructors to provide some detail over the phone in order to troubleshoot the reported issue.