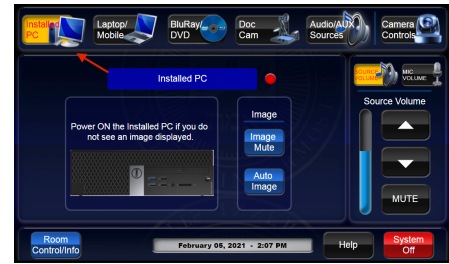
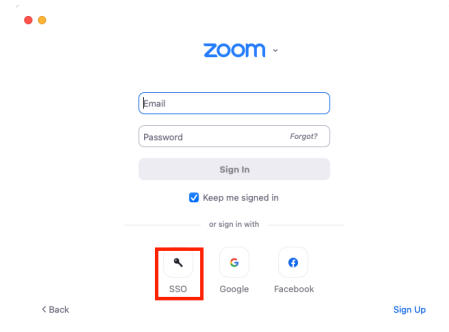


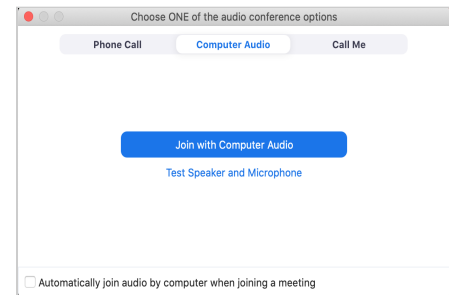
1. Turn on the AV system via the lectern touch panel. Choose "Installed PC".
2. Log in to the PC using your Brandeis Unet account credentials.



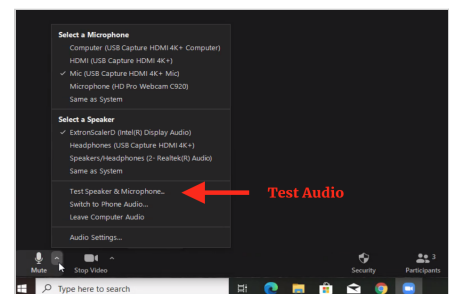
3. **Launch Zoom.** Zoom can be launched from the icon on the desktop OR from the web browser by visiting brandeis.zoom.us. If joining from the desktop app, Click the "SSO" button to log in via the Brandeis login page with your Brandeis account credentials. ***The host must be logged in to Zoom in order to be recognized by Zoom as the host.***



4. Start the meeting.
5. As Zoom launches, click "Join with Computer Audio".

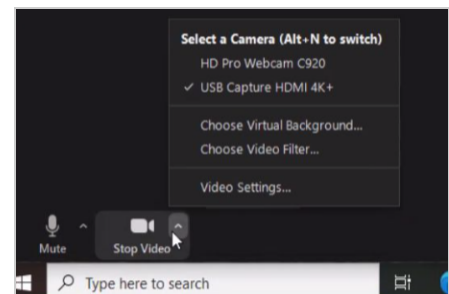


6. Check the audio settings to ensure the correct microphone and speaker devices are selected.
7. Select the preferred camera source. Choices include the camera mounted in the back of the classroom facing the front of the classroom OR the webcam at the lectern facing the students.



Note: The appropriate audio and video sources are posted on a label on the lectern or bottom of the monitor.

8. TEST: Please take the time to test before class starts to be sure that the remote participants can hear and see the classroom clearly.



- For immediate classroom assistance, please call MTS at ext. 6-4632 from the wall telephone OR (781) 736-4632 from a non-campus phone.
- For general questions, please email help@brandeis.edu.

This classroom is outfitted with technology to facilitate Hybrid Flexible (HyFlex) teaching and learning to allow for remote participation.

Cameras:

This classroom includes 2 cameras. One facing the instructor area and one facing the students.

- Check to ensure the correct camera is selected in Zoom's settings.
- Utilize the touch panel to control the instructor-facing camera to turn tracking on/off or select a preset shot.

Microphones:

Microphones feed directly into the computer for use with Zoom. Microphones are installed in the ceiling to pick up audio from all parts of the room. Please use clip-on or handheld wireless microphones if available for optimal audio quality.

- Check to ensure the correct audio source is selected in Zoom's settings.
- Test to ensure the remote participants can hear the classroom clearly.

Zoom:

- Facilitate live 2-way communication with remote participants.
- Remote presentations
- Live polling features
- Record class sessions
- Live automatic transcription of all audio

Login to Zoom: brandeis.zoom.us

Learn more about Zoom: go.brandeis.edu/zoom

Echo360:

- Automated lecture capture appliances are installed in select classrooms.
- Utilize Echo360's Universal Capture software to record presentations.
- Manage, edit and share media content.
- Automatic transcription of all media content.
- Zoom cloud recordings are automatically copied to the user's Echo360 library.

Access your Echo360 library: login.echo360.org.

Request Echo360 automated lecture capture or course provisioning from LATTE within the "Course Tools" block.

- For immediate classroom assistance, please **call MTS at ext. 6-4632** from the wall telephone OR **(781) 736-4632** from a non-campus phone.
- For general questions, please email help@brandeis.edu.