

Anheuser Busch Natural Resources (ABNR) 123 Classroom Technology

Upon entering the room

1. If the computer is not on, press the power button located on the Dell instructor desktop computer.
2. **IMPORTANT!** Turn on ALL 3 TVs in the room. Use the NEC remote to turn on the TV in the front of the room. The volume can also be used to control the computer sound volume in the room. Use the LG remote to turn on the two ceiling-mounted TVs in the middle of the room (must face TVs to turn them on and off).
3. Log onto the computer. You may need to select "Other User" to enter your logon credentials.
4. Use the Mipro lapel microphone in the room for audio recording and projection over the room speakers. The power switch is located on top of the belt pack. **With power off, gently wipe down the microphone before and after use. Please be careful not to get too much liquid on the microphone tip. There is no foam windscreen on the tip to assist with sanitization.**
5. The ceiling-mounted instructor web camera is connected to the desktop computer and can only be accessed by the desktop computer. The camera is focused in the front of the room between the instructor's station and the far side of the front TV. It is preferable that you do not use the microphone from the web camera. Use the Mipro lapel microphone as your input device in Zoom and Panopto.
6. **ONLY adjust the Master Volume knob on the wall sound mixer unit if absolutely necessary. Please return it back to the original setting. Please contact us prior to any other adjustments. DO NOT turn off the power to this sound mixer.**
7. The instructor's monitor is a touch screen monitor with the ability to annotate on slides in PowerPoint.
8. The monitor stylus is located on the right-side of the monitor on an extension string. The gold cap **MUST BE** unscrewed to expose the stylus tip. The cap can be screwed onto the back of the stylus for storage. Please return the cap to cover the tip when done to avoid damage.
9. If needing to use the ELMO document camera, power it on with the power button and extend the camera to a horizontal position. There is also a light switch on the top of the ELMO that can be manually turned on. The software needed to access the ELMO is called ImageMate and is located on the Windows Desktop.
10. **Laptop Use** instead of the desktop computer
 - Plug the provided laptop HDMI cable into the laptop. If you do not have an HDMI port on your laptop, please contact the SNR Academic Programs office in 124 ABNR for a converter cable to use temporarily.
 - The TVs will switch to displaying the laptop automatically when this cable is plugged in.
 - The Mipro lapel microphone will NOT work with the laptop for recording purposes but will still work for in-room amplification.
 - The instructor webcam will NOT work with the laptop as it is directly connected to the Dell instructor desktop computer.

If any of the devices are not working, leave everything plugged in and turned on and then RESTART the computer.

Using the Annotation monitor and stylus in PowerPoint

1. Make sure you have removed the protective gold metal cap from the end of the stylus to expose the stylus tip. Store the cap by screwing onto the back of the stylus.
2. The stylus can be used in Windows similar to the way you would use the mouse.
3. In PowerPoint, you can insert blank slides into your presentation to utilize as whiteboard space. You can also annotate on each slide.
4. To annotate on a slide using Windows ink:
 - a. On the lower portion of the slide or on the left side, you will see a light-gray menu of icons displayed. If you do not see this menu, drag the mouse across the slide to activate it.
 - b. Click on the pen icon, and a menu will open up.
 - c. You can use the laser pointer to draw attention on the points you are talking about. This will not leave any ink on the slide.
 - d. You can use the pen or highlighter tool, to write and highlight on the slides and can choose different pen colors as well through this menu.
 - e. You can use the eraser tool to remove any markup you have added to the slide.
 - f. To recover your mouse pointer, click on the pen icon again and choose the tool that you are currently using to shut it off. You can also use the keyboard or a USB slide advancer to advance the slide if you want to keep the tool active.
 - g. When you exit the slideshow, you will be asked whether you want to keep the changes or discard them. If you select to keep the changes, the changes will appear on the slide, but still can be removed later, if necessary.

Upon leaving the room

- Return the cap to the stylus to protect the tip so it doesn't get damaged.
- Turn off the Mipro lapel microphone and gently sanitize the microphone. Be careful to not get too much liquid around the tip of the microphone.
- Log out of the computer (Do Not Shutdown).
- Turn off all 3 TVs.
- Power off the ELMO document camera if it was used and return to stored position.
- Return HDMI cable, if used, to the side hook of the instructor cabinet.
- Carefully wipe off keyboard and mouse with a sanitizing wipe.

If you have difficulty or need batteries for microphone, please contact:

SNR Academic Program Office (124 ABNR): 573-882-7045

Greg Rotert: 573-882-3838

Drew Backues: 573-884-1980

Contact info for CAFNR IT can be found at: <https://mycafnr.missouri.edu/services/cafnr-it/>

Additional information regarding instructional technology and classroom flow in CAFNR-managed classrooms can be located at <https://mycafnr.missouri.edu/> by clicking on the "Renewal" block.