

Eckles Café Classroom Technology

Upon entering the room if using the in-room system:

1. Use the wall mounted switch to turn on the Projector
2. Use the Samsung remote to turn on the dual TV displays
3. If recording, turn on the Elmo device to activate the camera and microphone.
4. Log onto the computer. You may need to select "Other User" to enter your logon credentials.

If using Zoom or Panopto to record you should have completed all of steps 1-4.

When recording in this location, the best audio and video results will be achieved if you present from the instructor desk.

When using Zoom be sure to start Screen Sharing before starting the PowerPoint Screen Show

If you have trouble with your Sound output be sure that the Sound Output device is set to "Ektron HDMI".

If you have trouble with the Microphone:

- 1) The Elmo device may be in stand-by mode. Check that the Elmo device is on (the light should be blue, not red or dark). Press the power button to wake it up.
- 2) Be sure the Sound Microphone Input device is set to "MX-P2 HD Audio (MX-P2)".

Use the Pen calibration icon on the desktop to set the tracking for the annotation display pen.

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

When recording with Zoom be sure you save the recording to the cloud and NOT to the local computer.

Laptop Use

There is an HDMI cable for laptop use with the in-room projector. You will need to plug it into the laptop and into the wall. If recording with the laptop you will need to supply your own camera and microphone.

With the exception of the HDMI cable, DO NOT unplug any of the in-room cables from where they are currently located. Plug the ROOM PC HDMI cable back into the wall before leaving.

If you have difficulty, please contact:

Gary Tyler: 573-882-5380

Cynthia Richards: 573-884-4433

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