

## Mumford 128 Classroom Technology

### Upon entering the room

1. Turn on the Smart Display. There is a large power button located on the right side of the screen. You should be able to select the computer as the input source using the touch feature of the display.
2. If the computer is not on, press the power button located on the front of the Dell box on the left back side of the screen.
3. If the wireless keyboard and mouse are not working check to see that they are turned. They each have an on/off switch.
4. Use the remote control to turn on the camera. The arrow and zoom buttons on the remote can be used to direct the location of the camera.
5. 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 these steps.

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 "SBID-7086 (Intel® Display Audio)".

If you have trouble with the Microphone, be sure the Sound Input device is set to "PICK ME (Shure Digital)"

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 no option to use a laptop with the in-room technology.

**DO NOT unplug any of the in-room cables from where they are currently located.**

**If you have difficulty, please contact:**

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