

Mumford 320 Classroom Technology

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

1. Use the wall mounted switch to turn on the Projector.
2. If recording, turn on the Elmo device to activate the camera and microphone.
3. 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 1-3.

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 "Extron HDMI (Intel(R) Display Audio)".

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 Input device is set to "MX-P2 HD Audio (MX-P2)"

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. If recording with the laptop you will need to supply your own camera and microphone.

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

If you have difficulty, please contact:

Tonya Mueller: 573-884-7947

Chris Shriver: 573-882-2687

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