

Enhanced Smart Classroom Guide

This guide will detail all the **Enhanced Smart Classroom** equipment and how to use it. The guide's contents include details on the Enhanced Smart classroom equipment and how to best utilize it to access Zoom for classes.

The Enhanced Smart Classroom Podium

The Enhanced Smart Classroom podium includes a few essential pieces of equipment for operating a hybrid classroom. These include the **In-Podium Computer**, the two **Monitors**, the **Logitech BRIO Webcam**, and the **Hovercam Solo Spark II**.

In-Podium Computer

Inside each podium is a computer tower. When getting started for your class, make sure the In-Podium Computer is **powered on**. A key is required to open the podium.

Monitors

Each podium has two monitors. One monitor is built into the Podium, and the other is floating to the upper right-hand side of the built-in monitor. You will need to use your podium key to access the built-in monitor.

- Make sure both monitors are turned on. Their power buttons are on the bottom right corner of each of the screens.
- To move the mouse cursor between monitors, navigate the cursor past the right edge of the built-in monitor or the left edge of the floating monitor.
- Anything you wish to display to your class through the **Projector** or **Zoom Screen Share** should be displayed on the built-in podium monitor.
- You should keep your **Zoom Meeting** displayed on the right-side monitor so you can see the remote students in your class. You can click and drag windows between monitors.

Logitech BRIO Webcam

The Logitech BRIO Webcam is mounted in the ceiling over the black/whiteboard in your classroom. If you want your online students to see you, make sure this is turned on, and you're standing within its line-of-sight in front of the board.

- To use this Webcam in a Zoom Meeting, select the camera icon in the meeting and select "Logitech BRIO."

Hovercam Solo Spark II

This is the item that looks like a desk lamp on the podium table. You can use this to share physical documents on the podium table with your online students through Zoom and students in the classroom through the projector.

- To enable the Hovercam, **open the Hovercam Flex 11 program shortcut on your built-in monitor**. To show what is displayed to your Zoom class, share your screen with them.
 - DO NOT SELECT THIS CAMERA THROUGH ZOOM; IT WILL CRASH THE COMPUTER.
- The Hovercam has five buttons on its base. The **center button** flips the image, **Top right** zooms in, and the **bottom-right** zooms out.

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Logging Into Zoom

To log into Zoom on the Enhanced Smart system:

1. Turn on the Computer and Monitors and log into the computer with your **FLAS credentials**.
2. Double click on the Zoom icon on the desktop.
 - a. Click **Sign-in**
 - b. Click the **SSO** button at the lower left of the window.
 - c. Enter **CUNY** as the company domain.
3. The CUNY authentication page will appear.
 - a. **Log in with your CUNYFirst credentials.**
 - b. Click **Open Zoom Meetings** on the pop-up window after logging in.
4. You are now logged in to the desktop Zoom app! You can now create or join a meeting.

Hosting a Zoom Meeting

1. Click **New Meeting**.
 - a. Zoom will open two windows to display your meeting.
 - i. You only need the window with the meeting controls on the bottom. You can minimize the other window.
 - ii. Keep this display screen on the **Floating Monitor**.
2. Click **Join with Computer Audio**.
3. Check your Audio and Camera Settings:
 - a. Click the "Up" arrow next to the Microphone icon, and make sure **Microphone (5- USB PnP Audio Device)** is selected.
 - b. Click the "Up" arrow next to the Camera icon, and make sure **Logitech BRIO** is selected.
DO NOT SELECT HOVERCAM SOLO SPARK II - IT WILL CRASH THE SYSTEM.

Tips for Your Zoom Session

These are tips to make the most of your Enhanced Smart Classroom for your students in-class and at-home.

Sharing the in-class Whiteboard or Blackboard

To share content written on the Whiteboard or Blackboard in the classroom with your remote students, ensure the **Logitech BRIO** is selected and the camera is turned on in your meeting.

1. Click on the bottom on the top right-hand side of your Zoom video and select **Spotlight Video**. This will pin your video for all Zoom meeting participants to see more clearly.

Sharing Documents Through Video

The **Hovercam Solo Spark II** can be used to show documents on the table of the podium to your class and remote students.

1. To use this, **open the Hovercam Flex 11 program shortcut on your built-in monitor.**
2. Make sure the program opens on the built-in podium monitor so it displays on the projector.
3. To share with your remote students, select **Share Screen**, select the Hovercam Flex 11 program window and click **Share**.

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Sharing PowerPoint and Other Windows

To share PowerPoint or other windows with your class and remote students, open the program on the built-in monitor and select **Share Screen** on Zoom. This will share the screen with the remote students and display the window through the projector for your class so long as the program is open on the built-in podium monitor.