

# Academic Technologies

## General Assignment Classroom

### Quick Start Guide



#### **Classroom technology problem? Contact us @**

Phone : (206) 221-5000 ext. 2

Email : [help@uw.edu](mailto:help@uw.edu)

#### **Want to book an activity in this space? Contact Event Services @**

Phone : (206) 616-1287

Email : [specialevents@uw.edu](mailto:specialevents@uw.edu)

# Starting Up the Control System

## Touch Panel Controls:

- Tap touch panel with flat of your finger to wake up.



## Need to login with Husky Card Access?

- Locate the Dubs Husky Card Logo on the podium top.
- Tap your Husky ID Card onto the logo for 2 seconds.
- Tapping your card will also open the podium wireless microphone drawer for 10 seconds.



## Podium Equipment needs a key?

- A technology key can be checked out on a quarterly duration from our office in Kane Hall room 035.

### Additional Facts:

- Podium logins with your Husky card will also unlock the drawer on the right for **10 seconds**; granting user access to the wireless microphone and spare batteries.

- Missed the 10 second window? Tap your Husky Card onto the card logo again to unlock the drawer.

All done? Be sure to press the



button to clear your login before you leave.

# Setting up the Desktop Computer

## ROUTING TO PROJECTION SCREEN?:

### On the Touch Panel:

- Press the  button on the left side.
- Press the  button at the bottom center.
- Icons will turn blue when selected. 

## HOW TO LOGIN TO THE INSTALLED DESKTOP COMPUTER?:

### At the Windows Background while using the keyboard & mouse:

- Press the CTRL, ALT and DEL keys all at once.
- Confirm the user agreement on the next screen.
- Use your UW NetID and Password to login to the computer.

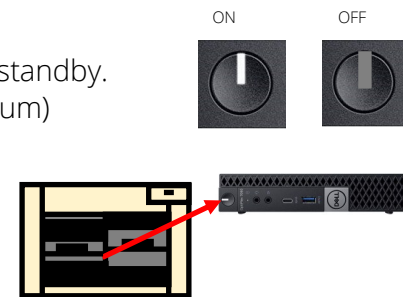
### Desktop Computer Facts:

#### **DON'T SEE THE DESKTOP LOGIN SCREEN AFTER ROUTING?:**

- Computer may be on standby. Try pressing the space bar on the keyboard to wake from standby.
- Computer may be off. Check the power button on the desktop computer (inside the podium)  
The clear strip is illuminated if ON. If OFF press circular button to turn ON.

#### **WHERE IS THE DESKTOP COMPUTER LOCATED?:**

Inside the podium. Usually on the middle shelf of the right side.  
Look for the Dell logo.



# Setting up Laptop HDMI

## ROUTING TO PROJECTION SCREEN?:

### On the Touch Panel:

- Press the  button on the left side.
- Press the  button at the bottom center.
- Icons will turn blue when selected. 

## CONNECTING LAPTOP TO HDMI CABLE:

- With the laptop open and on, locate the Laptop HDMI cable in room.
- Connect cable to HDMI port on laptop.  
(Have an adapter? Plug that in first to the HDMI Cable)



### Laptop HDMI Facts:



#### PLANNING ON USING AUDIO:

- HDMI carries both video and audio from the laptop to the room's system. No need to connect any additional cables.
- Audio settings may need to be adjusted on the laptop to finalize the audio connection to the system. Look for the 'Crestron' option to select when asked for an audio output.

#### CONNECTION ORDER MATTERS:

When connecting a laptop with an adapter the best practice is to plug the adapter into the HDMI cable first before plugging into the laptop.

**Using your laptop with scheduled Automated Panopto Recordings?:** GO TO the [Automated Panotpo Card](#).

# Setting up Laptop VGA

## ROUTING TO PROJECTION SCREEN?:

### On the Touch Panel:

- Press the  button on the left side.
- Press the  button at the bottom center.
- Icons will turn blue when selected. 

## CONNECTING LAPTOP TO VGA CABLE:

- With the laptop open and on, locate the Laptop VGA cable in room.
- Connect cable to VGA port on laptop.  
(Have an adapter? Plug that in first to the VGA Cable)



### Laptop VGA Facts:

#### PLANNING ON USING AUDIO:

- VGA only carries video so the stereo mini (3.5mm) cable will need to be used to send audio.
- The stereo mini cable can be plugged into the headphone port on laptops for audio output.
- Audio settings may need to be adjusted on the laptop to finalize the audio connection to the system. Look for the 'Speaker/Headphones' option to select when asked for an audio output.



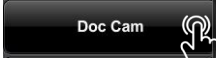


#### CONNECTION ORDER MATTERS:

When connecting a laptop with an adapter the best practice is to plug the adapter into the HDMI cable first before plugging into the laptop.

# Setting up Document Camera

## ROUTING TO PROJECTION SCREEN?:

### On the Touch Panel:

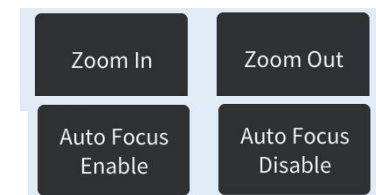
- Press the  button on the left side.
- Press the  button at the bottom center.
- Icons will turn blue when selected. 

## PORTABLE DOCUMENT CAMERA SETUP

- Status Light: **Green** Light (On/Ready) | **Red** Light (Standby)
- If on Standby press silver Power button on right side to turn on. Start up may takes 45 to 60 seconds to complete.
- Zoom In/Out Lamp, and Focus button controls on camera.
- Camera on a multipoint adjustable arm.

## CEILING DOCUMENT CAMERA CONTROLS:

- Zoom and Focus controls on Touch Panel




### Document Camera Facts:

- Portable Document Camera arm can be adjusted to all for two 8"x11" pieces of paper to be displayed side by side.
- Image too dark? Use the built in lamp on the Portable Document Camera to brighten the image up.

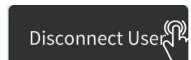
# Wireless Connection over Apple TV

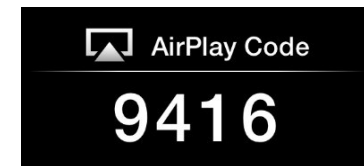
## ROUTING TO PROJECTION SCREEN?:

### On the Touch Panel:

- Press the  button on the left side.
- Press the  button.
- Press the  button at the bottom center.
- Icons will turn blue when selected. 

## LINKING YOUR DEVICE OVER AIRPLAY (ONLY APPLE DEVICES)

- Find the Apple AirPlay settings on your Apple device to discover available connections.
  - Select the one named the same as this classroom (ie. OUG 136)
- Check the Apple TV splash page on the projection screen for the AirPlay code to enter into your device. [Example code —>]
- Once finished press the  icon to disconnect your device.



### Apple TV Facts:

- Apple device's Bluetooth and Wi-Fi must be on for classroom's Apple TV to be seen in AirPlay.
- Some Apple devices connected will only display in the device's native resolution.
- Ensure your Apple device is up-to-date.

# Wireless Microphone Setup

One of three types of wireless lavalier microphone transmitters that may be present in your room.

Shure **SLX1** | Shure **SLXD1** | Shure **ULXD1**

## TURNING ON THE MICROPHONE TRANSMITTER:

- The power switch is located at the top of the transmitter pack.

### Using **SLX1**:

- Hold down power button 2 sec. to turn **ON**.
- Tap power button to **mute** or **unmute** the lavalier mic.  
(This is separate from the touch panel volume controls.)
- Hold down power button 3 sec. to turn **OFF**.

### Using **SLXD1** and **ULXD1**:

- Move switch from Off position to On position to turn **ON**.
- Move switch from On position to Off position to turn **OFF**.



### **Shure Wireless Microphone Facts:**

SLX1 ONLY - Status light at the top of the transmitter has two modes **Green** = On **Amber** = Muted

**Batteries:** Microphones have replaceable AA batteries located in the drawer for use.

- New batteries are in boxes.
- Please place spent batteries into yellow cartridges provided.
- Kane Hall has rechargeable batteries. Please DO NOT throw away.



**Microphone Placement:** The optimal location to affix the wireless microphone lavalier is at the base of the collarbone with the microphone pointed upwards. If you need to place the microphone to the side; place it on the side that you will be facing most when lecturing.

WIRELESS MICROPHONE



# Automated Panopto Recordings

## CLASSROOM SETUP FACTS:

- Automated Panopto Recordings capture classroom audio, video sources sent to the data projector, and a camera feed of the classroom.
- Scheduled Automated Panopto Recording starts at scheduled course begin time and stop recording two minutes after scheduled course end time.
- Wireless Microphone or Podium Microphone **MUST** be used in order for Panopto to record spoken audio of lecture.
- Laptops **MUST** be connected and routed via Laptop VGA to be recorded.
- Selecting [Projector Hide] or [Projector No Show] **DOES NOT** block recording of source.

## HAVE YOU SCHEDULED CLASSROOM RECORDINGS?

- If not go to <https://itconnect.uw.edu/learn/tools/panopto/schedule-recordings/>

# USB Self-Service Camera & Audio

## SETTING UP ASYNCHRONOUS OR SYNCHRONOUS TEACHING:

Do you have the necessary software? (ie. Zoom, Panopto, etc)

Check out: <https://itconnect.uw.edu/learn/workshops/> for more information.

### Utilizing the USB Self-Services Feed:

- Launch your broadcasting software of choice. (ie. Zoom, Panopto, etc.)
- Locate the USB cable provided and plug into corresponding port on Laptop or adapter.
  - USB will be labelled “A/V Bridge” or “Record Out”
- On your software’s device settings look for the option for “A/V Bridge” and “UAC Camera”.
  - **Not there?** If neither of the options appear on screen restart device with USB cable still plugged in.
- Wireless Microphone or Podium Microphone **MUST** be used in order for the USB audio feed to capture spoken audio of lecture.
- Ensure that your device can detect plug-and-play peripherals.
- Confirm video and audio levels in the software prior to starting session.



# Controlling Classroom Audio

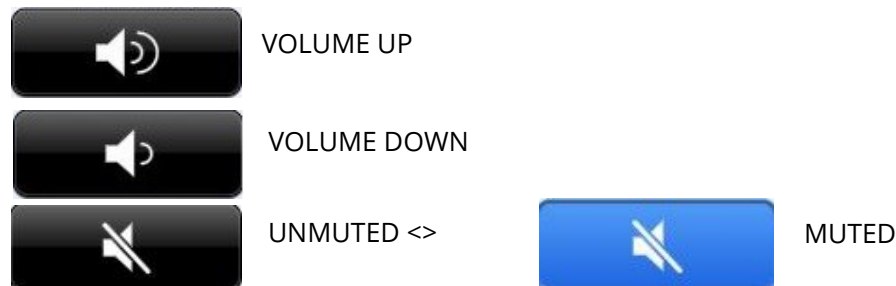
## TYPES OF AUDIO CONTROL OPTIONS:

- Program Volume: For Desktop Computer, Laptop VGA, Laptop HDMI, and Blu-Ray.
- Wireless Mic: For Wireless Lavalier and Wireless Handheld microphones.
  - Wireless microphones also have their own power switch on the device.
- Podium Mic: For the podium-top installed gooseneck microphone.



## ADJUSTING VOLUME?:

- Tap on the speaker icons to adjust volume levels.



# Classroom Amenities

## ADDITIONAL AMENITIES AVAILABLE:

Light Controls: Physical controls are usually available at nearby walls or near doorways.

Projection Screen: Motorized screen controls are available wall mounted in select classrooms.

## ROOM AMENITIES ON TOUCH PANEL:

- Room amenity are available on some touch panels under the name: **Room Controls**
- Selecting it will bring up a page with amenities that can be digitally controlled.

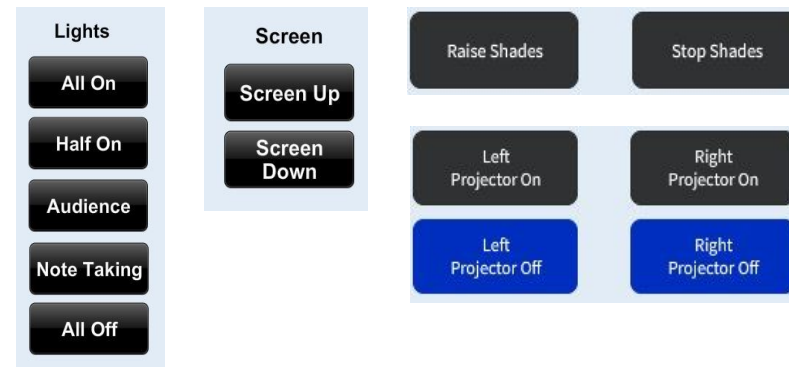
### Possible amenities:

**Lights:** Preset options called from the rooms lighting control system.

**Screen:** Control of the projection screen.

**Shades:** Control of the motorized window shades.

**Projector On/Off:** Stand alone power button to turn the data projector on or set it to standby.



## Additional Information

Questions? Equipment Tutorial? Troubleshooting Session?

### **- Academic Technologies -**

- Phone : (206) 221-5000 extension 2 | Email : [help@uw.edu](mailto:help@uw.edu)
- Visit our website at <https://academictechnologies.asa.uw.edu/>
- Learn more about the room at <https://www.washington.edu/classroom/> for:
  - Classroom Layout Diagrams
  - Classroom Technology List
  - 360° Classroom Photo
  - Video-based Equipment Tutorials

Do you want to change your assigned course classroom?

### **- Time Schedule & Room Assignment Office -**

- Email : [times@uw.edu](mailto:times@uw.edu)
- Website: <https://registrar.washington.edu/classrooms/>

Want to book this classroom for an activity?

### **- Event Services -**

- Email : [specialevents@uw.edu](mailto:specialevents@uw.edu)
- Website: <https://eventservices.uw.edu/>

QR Code links:

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CONTACT