Connecting to the Integrated Classroom

These steps work for the Integrated Classrooms, which are in the Business Building and Yeager Center.

**Connect to the Integrated Classroom**

This system works equally well with WebEx and Zoom meetings.

To connect to the system, follow these steps:

1. Turn on the system using the touch panel on the podium
	1. Press “On”
	2. Press the computer for input
	3. At that point, the other controls for the volume and camera appear
2. Turn on the computer at the podium
	1. Many of these computers are located in the podium down at the bottom
	2. Find the power switch (usually a round power button) and power on
3. Open the Cisco WebEx Meetings app (or Zoom app) on the podium computer
4. Sign in to Zoom or WebEx Meetings
5. Start the meeting
6. Once you start the meeting, you should see the computer monitor display the information from the camera
7. Adjust the camera on the podium control screen
	1. Preset options (you can use the wide angle or the podium focus)
	2. Presenter mode – Under the camera controls, you will see the choice to turn “Auto Tracking” on and off.
		1. Click on to have the camera track you
		2. Click off to have the camera stop tracking you
		3. If more than one person is at the podium, the camera may choose the wrong person, so be sure only one person is there.
		4. If you select “Wide Angle” while Auto Tracking is on, the camera will continue to track you. You must turn Auto Tracking off to use the other pre-set angles.
	3. Custom: You can create a custom view by pressing the arrows and zooming the camera to focus where you would like the camera to focus for the lesson.
8. Share your content
	1. Use the WebEx meeting controls or the Zoom meeting controls to share your presentation.
	2. What you share in your online class will be displayed by the projector onto the screen or whiteboard.
9. Adjust the volume as necessary
	1. There are two controls for volume. One is for the speakers in the room when you are sharing multimedia.
	2. Call volume – this is how you adjust the volume when someone in the online classroom is speaking.

Note that the displays are set up for the computer monitor as the first screen, the display (TV) as the second screen, and the projector as the third screen. You may want to move your windows around to optimize your view of your material.

You may also wish to bring your laptop and connect to have a fourth screen. To do so, simply open your laptop and join the meeting that you already started. This will give you access to the chat and let you see what the students are seeing.