

Transcript for: *Classroom Technology Overview at Dalhousie University*

Newly refreshed classrooms at Dalhousie feature an accessible motorized podium, a touchscreen, AV system interface, a podium PC, connections for a laptop computer or external device, a wireless lapel microphone, and a high-definition document camera.

Podium height can be adjusted from an accessible seated position to a standing desk position using the height adjustment switch. Pull the switch upward to raise the podium or push downward to lower it.

The classroom AV system will allow you to present your lecture content using the installed podium PC or your own device. To begin, tap the touchscreen. The system will now warm up. This will take about 30 seconds. Once the system is warmed up, you will see a device input menu on the touchscreen. This is where you will choose the device that will appear on the projector screen in the classroom. To use the podium PC, tap the PC icon on the touchscreen. Move the mouse to wake the computer and you will see the PC desktop appear on the projector screen. You may then access your files on SharePoint or insert your USB stick into a free slot on the PC. There are two shortcut icons in the PC desktop to change the viewing experience for your class. These are presenter mode on and presenter mode off.

Double click presenter mode on to extend the desktop to see your PowerPoint notes on the local podium monitor and the full screen PowerPoint presentation on the main classroom screen. Double click presenter mode off to mirror the desktop and see the same image on both the local podium monitor and the main classroom screen.

If you wish to temporarily disable the projector image, tap the hide content button at the bottom of the screen. Tap show content to re-enable the projector image.

You may also use your own laptop to present your lecture content. HDMI and USB-C are available. If

you're connecting via HDMI, tap the HDMI icon on the touch screen. For USB-C, tap the USB-C icon.

Your laptop screen will now project to the classroom screen. Internet is available via Wi-Fi on the Dal WPA2 network or via the Ethernet cable at the podium. Ethernet connections require your laptop to be registered for roaming on the Dalhousie Network. To register your device, please contact support@dal.ca

The classroom is equipped with speakers for audio playback. If you do not hear any audio, you may need to manually set your laptop audio output to play back through the AV system.

If using a PC laptop, click the sound icon in the system tray at the bottom right-hand corner of the screen and choose the HDMI or USB-C device for audio playback. For a Mac, open system preferences, select sound, then output and choose the HDMI or USB-C device. To adjust the volume of the AV system, use the speaker volume icons on the touch screen. Tap the icon on the right to increase the volume or the icon on the left to lower it. You will also want to ensure that your playback window is unmuted and set to a reasonable volume.

Larger classrooms are equipped with a wireless lapel microphone. It's stored in a charging station, along with an additional battery. If you would like to use it, pull the belt pack upward out of the charging station, clip the mic to your shirt or lapel, approximately 4 to 6 inches below your mouth. To power it on, pinch the tabs on either side of the belt pack and open the battery door. Push and hold the on off button until you see the screen light up.

Close the battery door and ensure the mute switch on the top is switched off. Your microphone is now live. You can clip the belt pack to your belt or store it in your pocket. To adjust the volume, tap the mic controls button on the touch screen. Use the speaker volume up and down icons in the channel labelled WLM1 to adjust the volume as desired. Tap the exit button to return to the main screen.

If you need to change the battery in the belt pack, pinch the tabs on either side and open the battery

door. Power it down and then remove the depleted battery by pulling the tab on the right side forward. Pull the spare battery pack upward out of the charging station and insert it into the belt pack with the rounded edge facing downward. Insert it into the left side first, compressing the battery springs, then push the right side down to secure it in place. You can now power on the belt pack and close the battery door.

When you're finished with your lecture, please power down the microphone and return it and any depleted batteries to the charging station. The belt pack only fits into the charger in one direction. Push it all the way down in order to make sure it is recharging for the next user. A solid red light on the charging station indicates that it's charging properly. A solid green light indicates that the belt pack is fully charged.

The podium is also equipped with a high-definition document camera. To display the document camera on the projector screen, select the doc cam button on the touch screen. You'll be presented with buttons that allow you to control autofocus, zoom, rotation, and brightness.

You can also control the lamp on the document camera, allowing you to better illuminate your source material. When you are finished with your lecture, please shut down the system. To do this, press the red power icon on the touch screen and confirm.