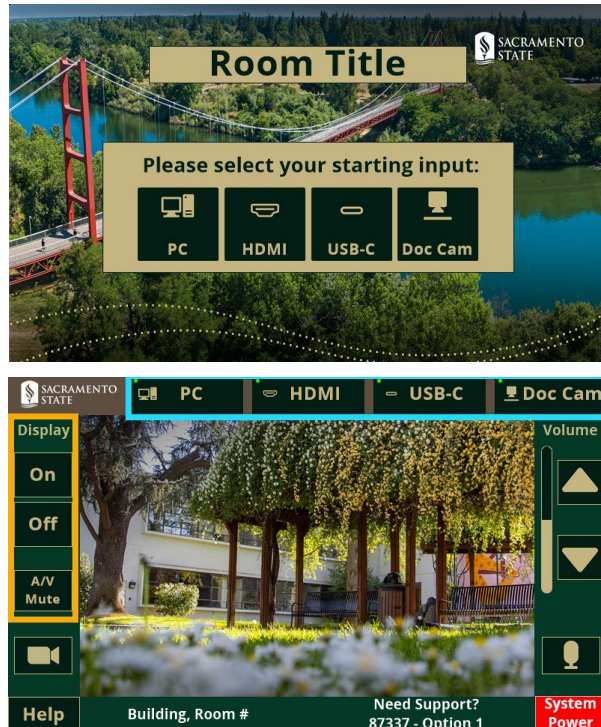


SAC STATE DOWNTOWN CLASSROOM CONTROLS



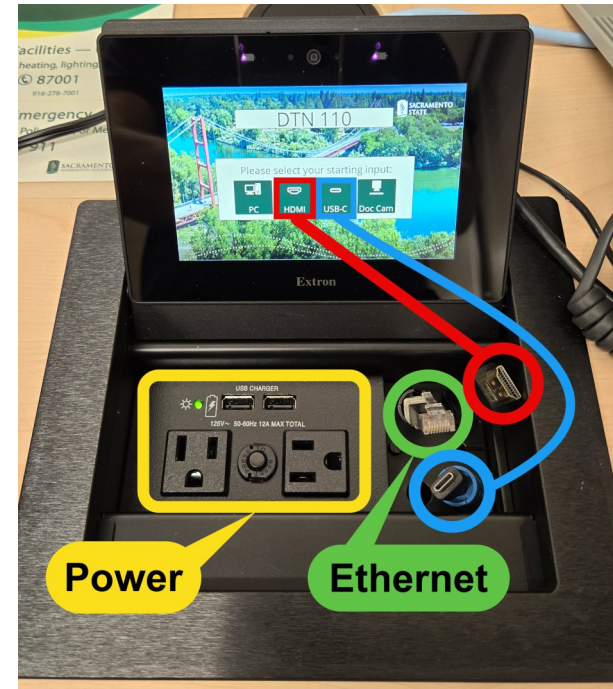
Display Controls on left (Yellow box). Sources on top (blue box).

➤ Press the source button you wish to use:

- PC: PC in AV cabinet
- HDMI: HDMI cord in the cable cubby
- USB-C: USB-C cord in the cable cubby
 - Note: No power provided by USB-C cord
- Doc Cam: In-ceiling document camera. Instructions attached.

➤ When finished, press the red **System Power** button.

➤ **Volume:** Controls all audio output volume



USB LOCATION



USB ports for flash drives or clickers are located on the USB hub on top of the AV equipment rack near the phone.

MORE DOWNTOWN CLASSROOM CONTROLS

DOCUMENT CAMERA CONTROLS



Note: Document Camera takes up to 25 seconds to start.

- **Zoom:** Use the + to zoom in, - to zoom out.
- **Focus:** Use the ▲ to increase focus, ▼ to decrease focus. **Auto** will automatically focus.
- **Iris:** Use the ▲ to increase brightness, ▼ to decrease brightness. **Auto** will balance the brightness automatically.



The black X on the carpet is the location of the camera.

COMMON ISSUES

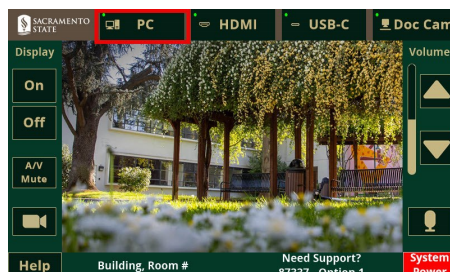
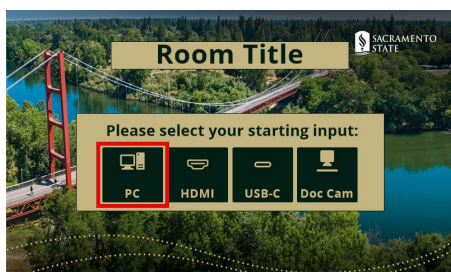
Issue	Resolution
• Cannot login to Zoom	Click the SSO button, enter <i>csus.zoom.us</i> for company domain, then login.
• Computer sleeps too soon	Run the MouseJiggle program, and click "Enable jiggle?" *WARNING* Ensure you logoff after use or other users will access your account!
• Mouse &/or keyboard unresponsive	Turn mouse &/or keyboard power switch on. Replace mouse &/or keyboard batteries. Extra batteries at front desk. Move cell phones away from mouse & keyboard.
• What's that small black box with a red light on the ceiling?	It is the infrared receiver for the document camera.



DOWNTOWN CLASSROOM ZOOM CONTROLS

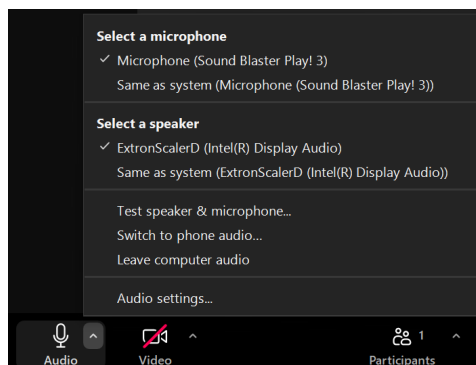
Downtown classrooms are each equipped with a PTZ (pan tilt zoom) camera and two mics that can be utilized by the room's podium PC. This equipment can be used by Zoom or any other video conferencing software on the podium PC.

To use Zoom or other video conferencing software on the podium PC, switch to the PC input.



Ensure the audio devices are correctly set in Zoom:

- Microphone: 'Sound Blaster Play 3'
- Speaker: 'ExtronScalerD (Intel Display Audio)'



MICROPHONES

DTN Classrooms are equipped with 2 microphones:

- 1 bodypack
- 1 handheld

- Remove from charger and switch on to use.
- Bodypack mics should be placed at the top of the chest not on collar.
- Press the **Mic** button to change the In-Room Mic and Zoom Mic levels.



- *Turn off and place in charger when done. Make sure the charging light turns on when placing in charger.*



DOWNTOWN CLASSROOM CAMERA CONTROLS

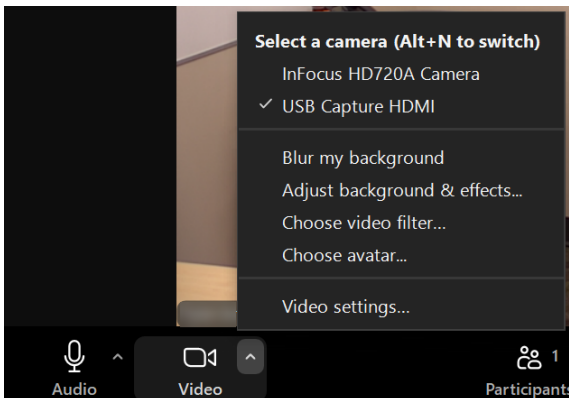
CAMERAS

DTN Classrooms are equipped with 2 cameras:

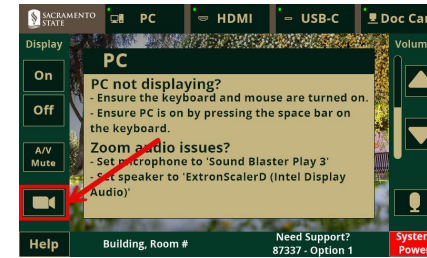
- 1 PTZ (Pan Tilt Zoom) Camera - Can be controlled and moved by the instructor. Preferred for most classes
- 1 Display mounted Camera - fixed camera shows the front of the room. Best used with a remote presenter or class guest.

Ensure the correct camera is set in Zoom:

- PTZ: USB Capture HDMI
- Display Mounted: InFocus HD720A Camera

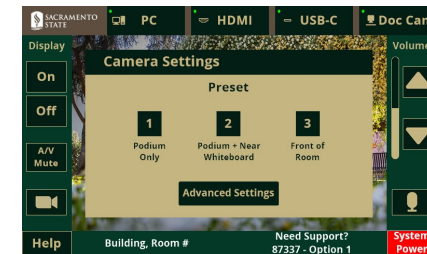


CAMERA CONTROLS

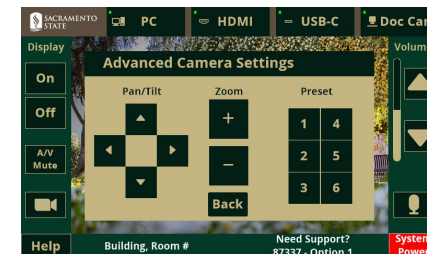


Press the Camera button (near bottom left corner) on the touchpanel to access camera settings.

➤ Press a Preset Number to set camera view.



➤ Press the Advanced Settings button to access additional presets & manual camera controls.

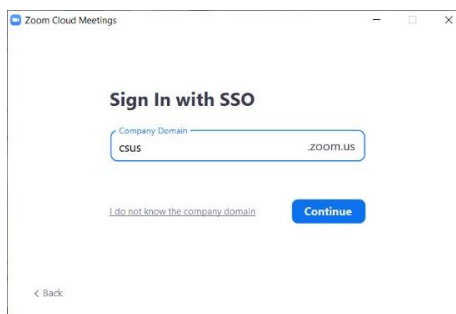
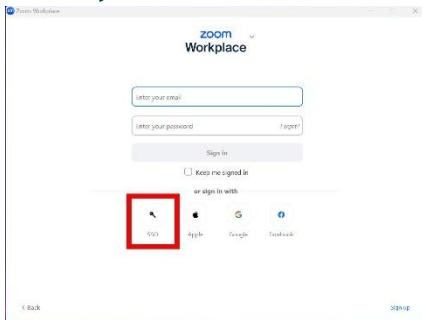


USING ZOOM IN THE CLASSROOM

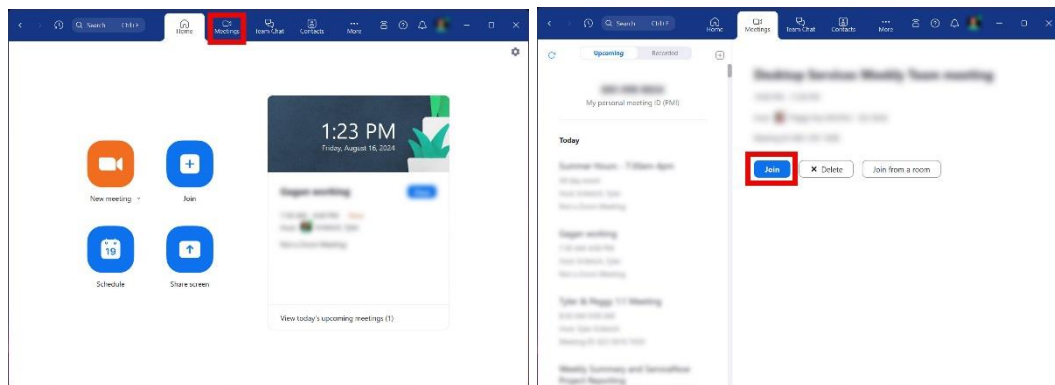
- Click on the Zoom icon on the desktop or in the Start  menu.



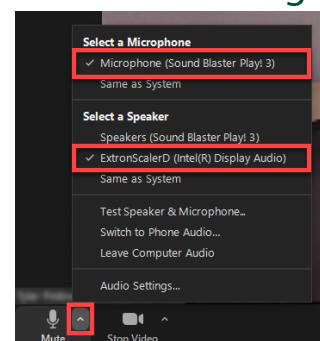
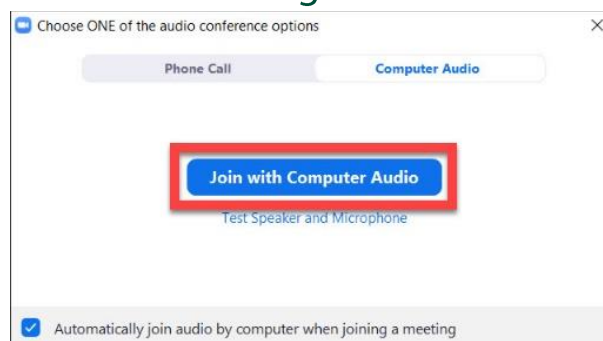
- Click SSO (Single Sign-on) Type in *csus* for the *Company Domain*. Login with your Saclink account and authenticate with Duo.



- Click on the **Meetings** button, choose the meeting you want on the left pane, then click **Join**.



- Join with **Computer Audio** if asked. Choose a different speaker or microphone in the settings if the audio or mic is not working correctly.



Need Help? Call IRT Classrooms (916) 278-7337, Option 1.

VIEWSONIC TOUR

- The Viewsonic displays are touchscreens when used with the podium computer.



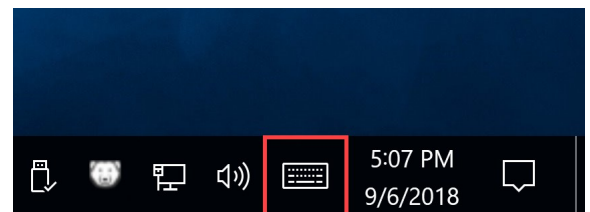
- Use a finger to *click*. Tap twice quickly to *Double-click*. Press and hold to *Right-click*.



- The pens magnetically attached to the display can be used instead of a finger.



- Press the *Touch Keyboard* button in the system tray (bottom right) to activate the on-screen touch keyboard.



- The buttons on the bottom right of the Viewsonic display are not be used.



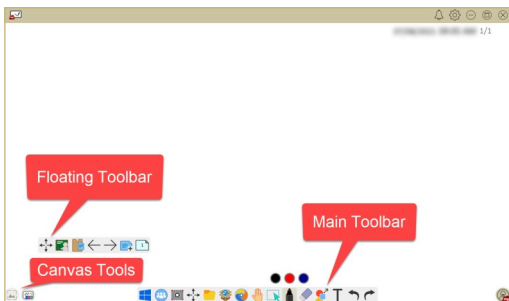
- The camera on top of the screen OR the ceiling camera can be used for video-conferencing with programs such as Zoom.



MYVIEWBOARD BASICS



Double-click the myViewBoard icon on the desktop of the podium computer to open myViewBoard.










myViewBoard is fully featured interactive whiteboard software. It can be used to draw, annotate, has presentation and subject specific teaching tools. Touch defaults to black pencil. Side of hand defaults to eraser.

MAIN TOOLBAR




	Windows toggle button	Click to show the Windows desktop and use the myViewBoard tools. Click to go back to myViewBoard.
	Cast tool	Enable and manage casts.
	Screen capture	Displays options for capturing the contents of the canvas.
	Move toolbar	Click and drag to move toolbar to the left, right, or bottom side of the screen.
	File	Displays options for opening, saving, exporting and printing files.
	Magic box	Displays various tools that you can insert into the canvas.
	Embedded browser	Opens the built-in browser to access internet resources, which can be dragged onto the canvas.
	Move Canvas	Drag to move the canvas. Use two hands to zoom in/out. Click again to open the infinite canvas overview.
	Selection	Selects objects, text and pictures.
	Pen	Draws freehand lines and squiggles. Click again to open pen options.
	Eraser	Erases objects, based on the last mode selected. Click again to display eraser options.
	Shape/Line	Draws lines and shapes with different styles. Click again to display shape options.
	Text/Handwriting	Creates a textbox. Click again to switch to handwriting recognition.
	Undo	Reverses the previous action
	Redo	Reverses the previous undo action.

MYVIEWBOARD BASICS CONTINUED

FLOATING TOOLBAR

	Move Floating Toolbar	Drag to move the Floating Toolbar around the canvas.
	Presentation mode	Switches the canvas to fullscreen mode.
	Paste from clipboard	Inserts the current clipboard content onto the canvas.
	Previous page	If the canvas contains multiple pages, displays the previous page.
	Next Page	If the canvas contains multiple pages, displays the next page.
	New page	Adds a new page to the canvas.
	Page	Creates, selects, sorts, and deletes pages.

CANVAS TOOLS

	Background Management	Opens options to change the canvas background.
	Participate Mode	Divide whiteboard to allow multiple people to use at one time
	Sign in/Out	Click to sign in to your myViewBoard account.

MYVIEWBOARD WINDOWS DESKTOP MODE






Click to use the myViewBoard tools over the Windows interface. Click again to go back to the myViewBoard canvas.



Click to activate desktop mode. The myViewBoard program behaves as follows:

- The myViewBoard program hides the canvas and shows the current Windows desktop state. During this time, users are given full access to all functions in Windows.

WINDOWS DESKTOP MODE TOOLBAR

	Canvas toggle	Toggles between desktop mode and canvas.
	Casting	Displays casting information of the current user.
	Screen capture	Displays options for capturing the contents of the screen.
	Move toolbar	Click and drag to move toolbar to the left, right, or bottom side of the screen.
	Annotation tools	Freezes the screen and enables myViewBoard annotation tools (see Main Toolbar for annotation tool descriptions). Click again to hide myViewBoard annotation tools and return to desktop mode.

EDUROAM WIRELESS NETWORK DIRECTIONS

Before You begin, please make sure you have the following:

- Your *SacLink* username and password.
- *Administrator* access to your workstation.

Preferred Setup

eduroam Automatic Setup

1. Connect to the **SacLink** wireless network. You should be redirected to a wireless setup page. If not, open a web browser, go to **<https://wireless.webhost.csus.edu>**
2. Click **Connect to eduroam**.
3. Click **JoinNow**. The operating system for your device will be detected automatically.
You will be asked to download and save the Secure W2 configuration app. Run the file once downloaded:

- (Windows) *WiFi_California_State_University_Sacramento_Wrapper.exe*
- (macOS) *WiFi_JoinNow_Wrapper.dmg*

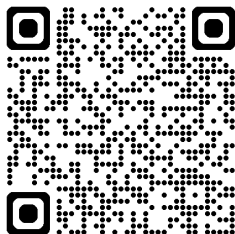
4. Enter your *SacLink* username and password when prompted. You should now be connected to eduroam.

Note for macOS: After installing the SecureW2 JoinNow software, you will need to click **Install** on the profile page. It will open automatically after the install finishes. If it does not open automatically:

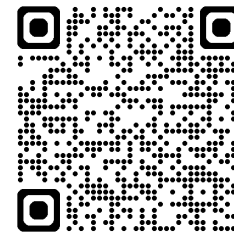
Click on the **Apple Menu** in the top left, Click on **System Settings**.

- I. Type *Profile* into the search box in the top left of the System Settings window.
- II. Click on **Profiles**.
- III. Look for the California State University Sacramento eduroam profile and click **Install...**

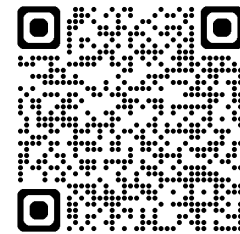
Connecting To Campus Wi-Fi (eduroam)



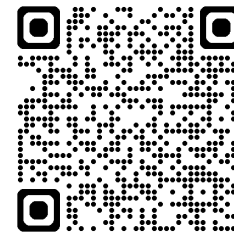
Windows PC



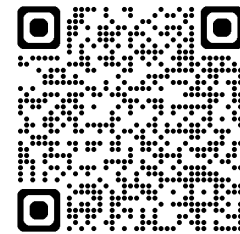
macOS



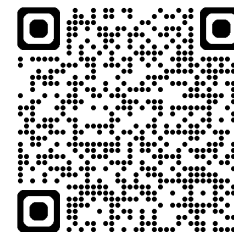
Android



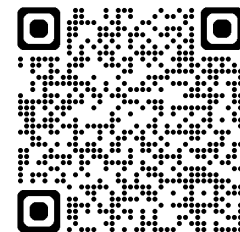
iOS (iPhones & iPads)



ChromeOS (Chromebooks)



Linux



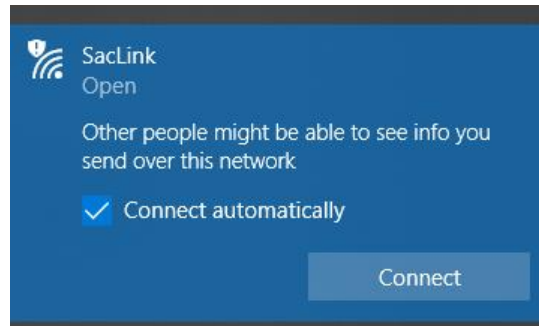
Need Help? Call the IRT Service Desk: (916) 278-7337.



SACRAMENTO STATE
INFORMATION RESOURCES & TECHNOLOGY

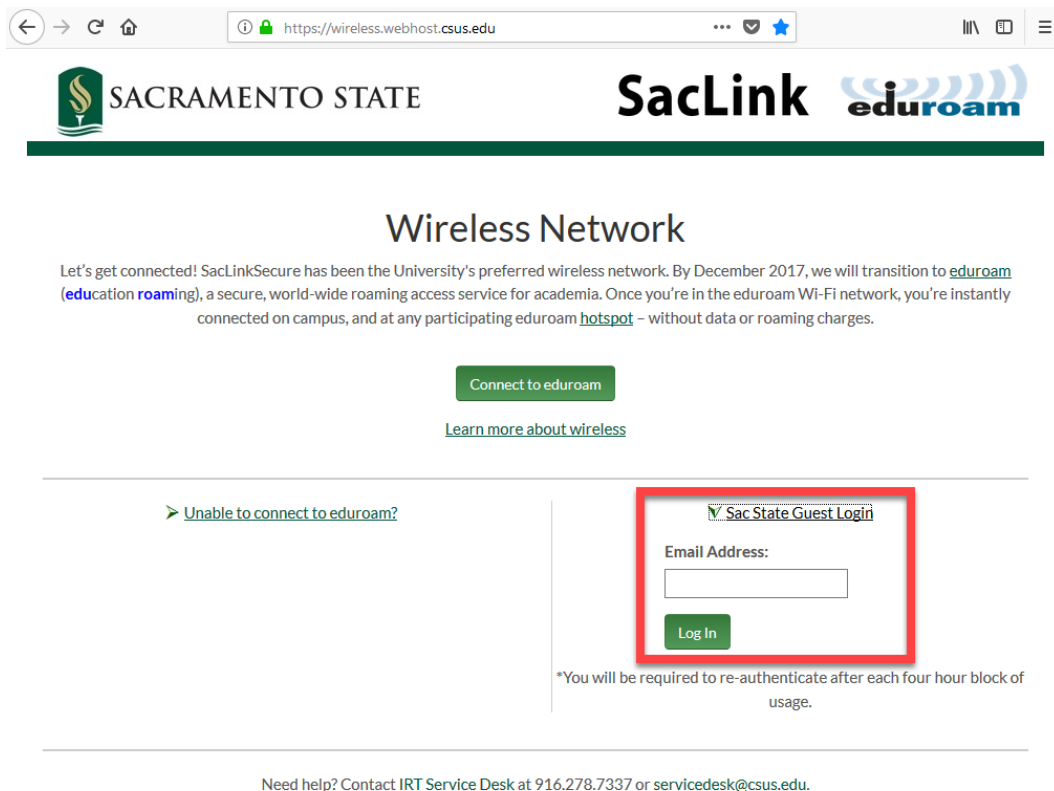
GUEST WIRELESS ACCESS

- Connect to the SacLink wireless network



- Open a web browser and click Sac State Guest Login

- If the website doesn't automatically display, go to: <https://wireless.webhost.csus.edu>



- Type in your e-mail address and click Log In.

Note: After 4 hours, you will be prompted to enter your e-mail address again.



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