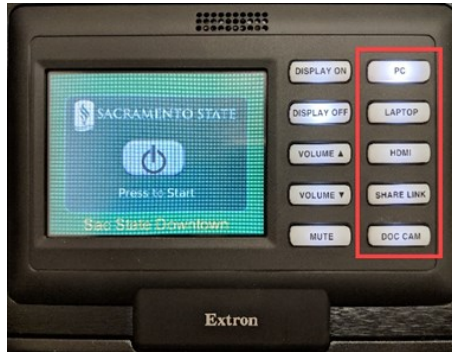


# DOWNTOWN CLASSROOM CONTROLS

- Press the  or DISPLAY ON button. Wait for the display to turn on. Then press the source button you wish to use.



- PC: Podium PC
- LAPTOP: VGA & audio input cables in the cable cubby
- HDMI: HDMI input cable in the cable cubby
- SHARELINK: ShareLink wireless display gateway:  
Connect your notebook or mobile device wirelessly.  
Instructions attached.
- DOC CAM: In-ceiling document camera. Instructions attached.
- VOLUME ▲, VOLUME ▼: Controls volume of all audio output.
- MUTE: Blanks the screen and mutes audio output.

When finished, press DISPLAY OFF button, then press "Power Down" to confirm.

## USB LOCATION

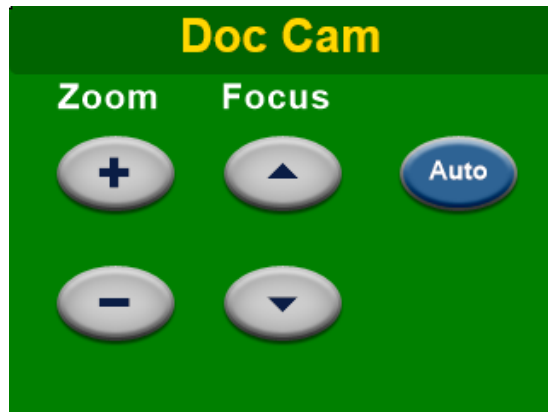


USB ports for flash drives or clickers are located on the USB hub on top of the AV equipment rack near the phone.



# 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:** Auto-focuses and fixes white balance.



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

## COMMON ISSUES

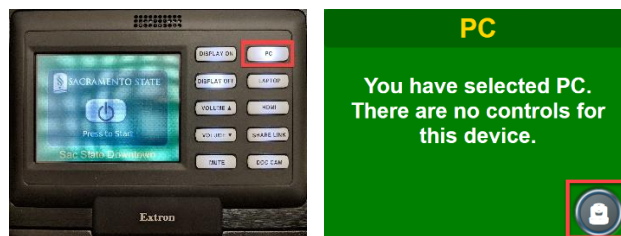
<i>Issue</i>	<i>Resolution</i>
<ul style="list-style-type: none"><li>• Cannot login to Zoom</li></ul>	Click the "Sign In with SSO", enter "csus.zoom.us", then login.
<ul style="list-style-type: none"><li>• Computer sleeps too soon</li></ul>	Run the MouseJiggle program, and click "Enable jiggle?"  *WARNING* Ensure you logoff after use or other users will access your account!
<ul style="list-style-type: none"><li>• Cords too short</li></ul>	Use Sharelink to connect wirelessly
<ul style="list-style-type: none"><li>• Mouse &amp;/or keyboard unresponsive</li></ul>	Turn mouse &/or keyboard power switch on.  Replace mouse &/or keyboard batteries. Extra batteries at front desk.  Move cell phones away from mouse & keyboard.
<ul style="list-style-type: none"><li>• What's that small black box with a red light on the ceiling?</li></ul>	It is the infrared receiver for the document camera.



# DOWNTOWN CLASSROOM CAMERA CONTROLS

Downtown classrooms 108, 109, & 110 are each equipped with a PTZ (pan tilt zoom) camera and two mics, one bodypack and one handheld, 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.

- Switch to the PC input and use the camera button on the touchpanel to access camera settings.



- Press a preset number to set camera view. Use the arrows to move between pages of presets. Press the *Manual* button to access manual camera controls.



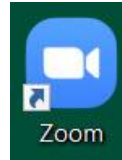
- Microphones: Use one or both of the mics to provide audio to Zoom or any other video conferencing software on the podium PC. Mic audio level is controlled by Zoom or the other video conferencing software.



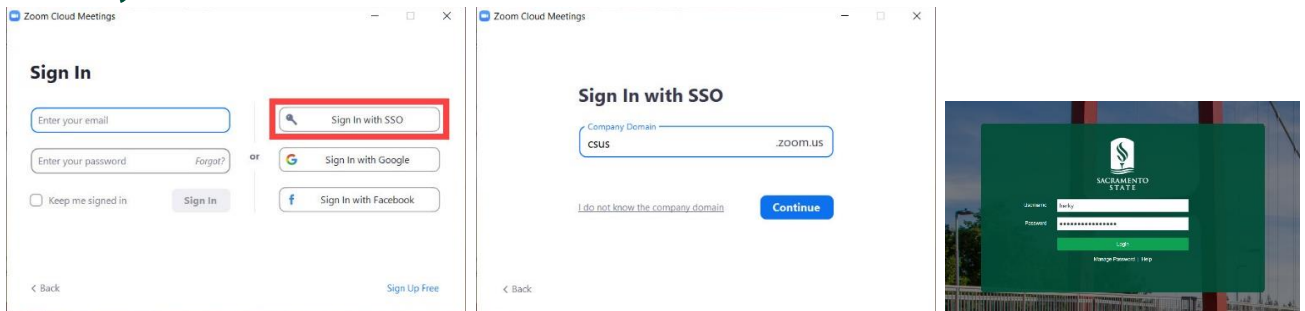
- Remove from charger and switch on to use.
- Bodypack mics should be placed at the top of the chest, not on collar.
- Turn off, and place in charger when done. Make sure the charging light turns on when placing in charger.

# USING ZOOM IN THE CLASSROOM

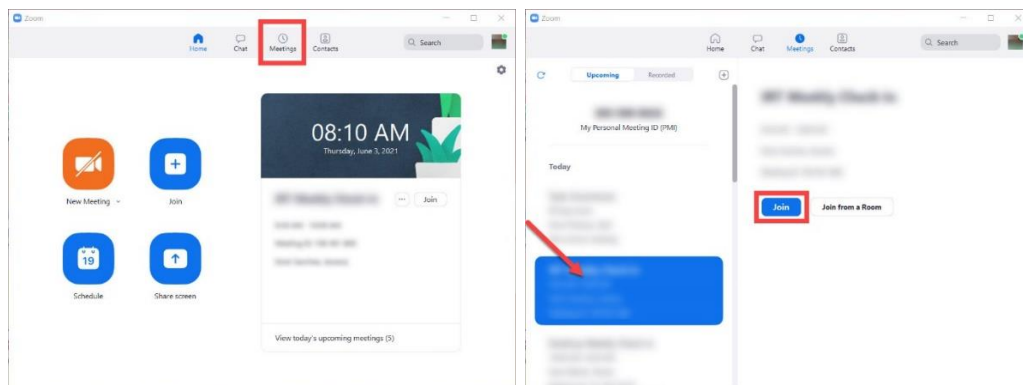
- Click on the Zoom icon on the desktop or in the Start  menu.



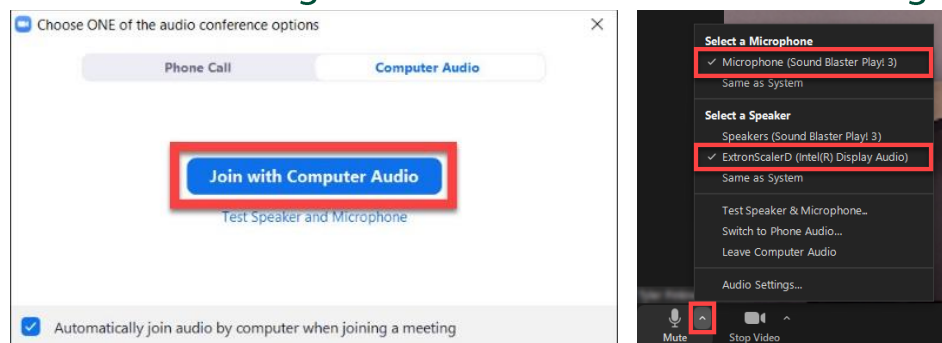
- Click *Sign In with SSO*. Type in “csus” for the Company Domain. Login with your Saclink account and authenticate with Duo.



- 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.



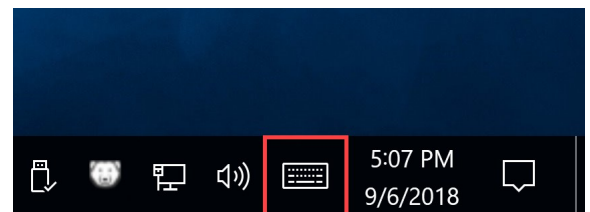
- Use a finger to *click*. Tap twice quickly to *Double-click*. Press and hold to *Right-click*.



- 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 and mic array on top of the screen can be used for video-conferencing with programs such as Zoom.

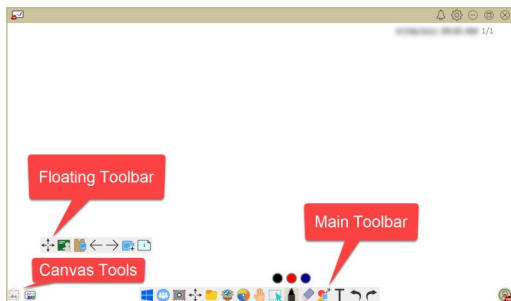


Need Help? Call IRT Learning Space Services  
(916) 278-7337, Option 1.

# 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.
- The myViewBoard program is minimized to a persistent compact toolbar to the side of the screen.

## 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. If you are experiencing issues connecting to eduroam, we recommend that you use *Secure W2 automatic setup*.
2. Connect to *SacLink wireless network*. You may be redirected to a wireless setup page. Open a web browser, go to <https://cloud.securew2.com/public/75808/eduroam/>.
3. The operating system for your device will be detected automatically. Click *Join Now* to confirm it.
4. You may be asked to download and save the *Secure W2 configuration file: WiFi\_California\_State\_University\_Sacramento\_Wrapper.exe*. Please run the file.
5. Enter your *SacLink username and password* when prompted. You should now be connected to eduroam.

### ChromeOS (Chromebooks)

1. Click the network *Wi-Fi icon* in the lower, right-hand corner of your screen.
2. Select *eduroam* as the network.
3. Ensure that the *EAP method* is set to *PEAP*.
4. Ensure that the *Phase 2 authentication* is set to *MSCHAPV2*.
5. On *CA Certificate field* please do select "Do not Check".
6. Enter your *SacLink email address and password* where prompted.
7. Select *Connect*. You should now be connected to eduroam.

### Windows 7

1. Click the *Wireless Network* icon in the lower, right-hand corner of your screen.
2. From the list of available networks, click *eduroam*, and click *Connect*.
3. Enter your *SacLink username* with the @csus.edu (i.e., herky@csus.edu) and your *password*.
4. Click the *Connect button* to finish connecting. You should now be connected to eduroam.

### Windows 10

1. Click the *Wireless Network* icon in the lower, right-hand corner of your screen.
2. From the list of available networks, click *eduroam*, and click *Connect*.
3. Enter your *SacLink username* with the @csus.edu (i.e., herky@csus.edu) and your *password*.
4. Accept the security settings. You should now be connected to eduroam.

### Mac OS

1. In the upper right-hand corner of your screen, click the *AirPort icon*.
2. If there is no eduroam option, click *Join Other Network*.
3. In the *Network Name* display, enter *eduroam*.
4. In the *Security drop-down menu*, select *WPA2 Enterprise*, and click *Join*.
5. If asked, enter your *SacLink username and password*. You will need to include the "@csus.edu" after your username.
6. If the eduroam network is visible, click *eduroam* to connect.
7. In the *Verify Certificate* dialog box, click *Continue*. You should now be connected to eduroam.

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





# EDUROAM WIRELESS NETWORK DIRECTIONS

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

- Your *SacLink* username and password.

## Android

1. Access your wireless device settings and select *eduroam*.
2. Select and enter the following:
  - EAP method: PEAP
  - Phase 2 authentication: MSCHAPV2
  - CA certificate: "Do Not Validate"
  - Identity: Your SacLink username with the @csus.edu after it (i.e., herky@csus.edu)
  - Password: Your SacLink password
3. Tap *Connect*. You will then be connected to eduroam.

## iOS (iPhones & iPads)

1. Access your wireless device settings and select *eduroam*.
2. Enter your SacLink username with the @csus.edu after it and password.
3. Tap *Join*.
4. You will be prompted to download and accept the eduroam certificate. Tap *Trust*.
5. If you are prompted to, enter the pass code for your device.
6. You will be connected to eduroam after you have accepted the network security certificate.

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



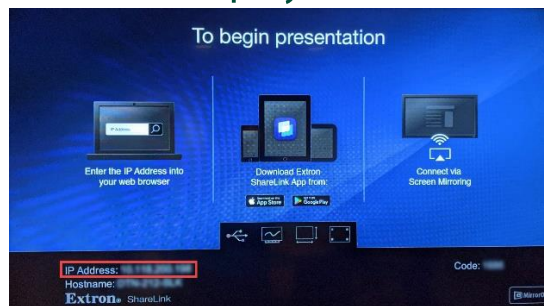
SACRAMENTO STATE  
INFORMATION RESOURCES & TECHNOLOGY

# USING A LAPTOP WITH SHARELINK

- Ensure your laptop is on the *eduroam* wireless network.
- Push the “ShareLink” button on the A/V controller or touchpanel.



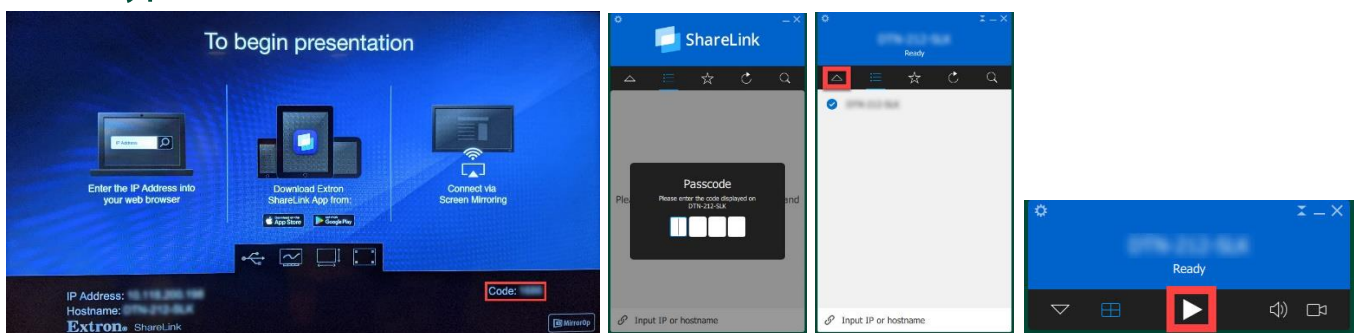
- Navigate to the IP address displayed on screen using a web browser.



- Click on the button that matches your computer’s operating system. Download, then open the software.



- Type in the code shown. Click  $\Delta$  to show screen cast controls. Press  $\blacktriangleright$ .



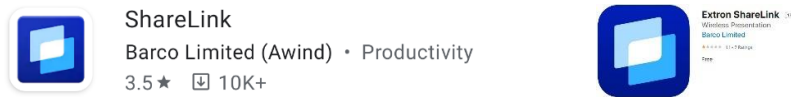
Need Help? Call IRT Classrooms (916) 278-7337, Option 1.

# PROJECT WIRELESSLY WITH MOBILE DEVICES USING SHARELINK

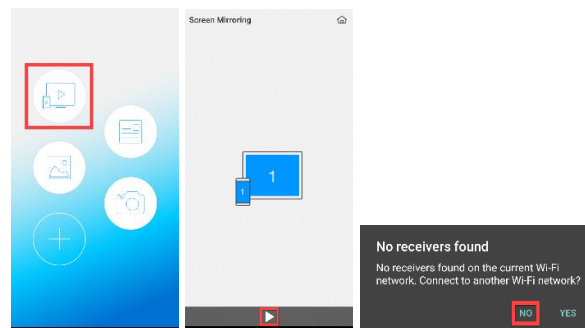
- Ensure your mobile device is on the *eduroam* wireless network.
- Push the “ShareLink” button on the A/V controller or touchpanel.



- 1<sup>st</sup> time only: Download the “ShareLink” by Barco Limited app from your device’s app store.



- Open “ShareLink on your device. Click the “Screen Mirroring” button. Press the ► button. If you encounter a “No receivers found” error, tap “No”.



- Tap “Input Hostname or IP”. Type in the IP address displayed on the in room display and press 🔍. Type in the passcode shown, then tap ✓.

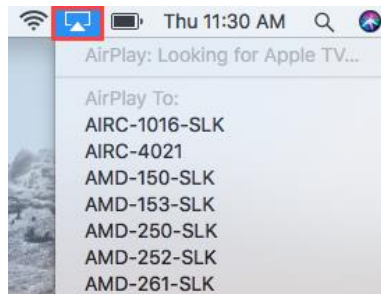


# USING MACOS AIRPLAY WITH SHARELINK

- Ensure your Mac is on the *eduroam* wireless network.
- Push the “ShareLink” button on the A/V controller or touchpanel.



- Click on the Airplay icon in the menu bar (top right) and click on the corresponding room name.



Note: If the AirPlay icon is not in the menu bar, click on the Apple menu > System Preferences > Displays. Click on “AirPlay Display” and then the corresponding room.



- Type in the code shown, then click “OK”.

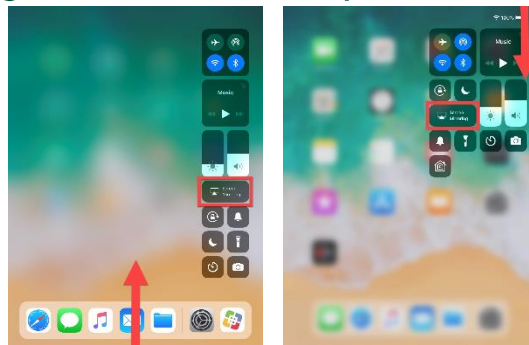


# USING IOS AIRPLAY WITH SHARELINK

- Ensure your iOS device is on the *eduroam* wireless network.
- Push the “ShareLink” button on the A/V controller or touchpanel.



- Open the Control Center (swipe up from bottom of screen OR swipe down from top right corner), then tap the “Screen Mirroring” button.



- Tap the corresponding room name.



- Type in the code shown, then tap “OK”.

