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

➢ Press the Projector **On** button. *Wait* for the projector to turn on. Then press the source button you wish to use.

- **PC**: PC in AV cabinet
- **Laptop HDMI**: HDMI cord in the cable cubby
- **Laptop VGA**: VGA/Analog audio cord in the cable cubby
- **Wireless**: Sharelink wireless display gateway: Connect your notebook or mobile device wirelessly. Instructions attached.
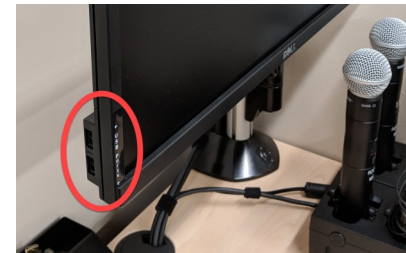- **Doc Cam**: In-ceiling document camera. Instructions attached.

➢ When finished, press the red **Shut Down** button.

➢ Projector Controls:
- **AV Mute**: Blanks projector video output and mutes audio output.
- **Freeze**: Freezes the current image on screen until button is pressed again.

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

USB Location

USB ports for flash drives or clickers are located on the bottom left side of the monitor.

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.
- **Brightness**: Use the ▲ to increase brightness, ▼ to decrease brightness. **Auto** will balance the brightness automatically.

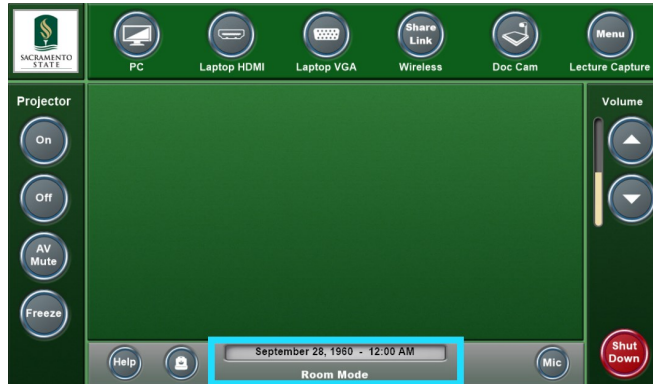The black **X** on the carpet is the location of the camera.

Common Issues

Issue	Resolution
• Cannot login to Zoom	Click the "Sign In with SSO", enter "csus.zoom.us", 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!
• Cords too short	Use Sharelink to connect wirelessly
• 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.

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Combining Room AV

➤ Press the **Room Mode** text/date & time to bring up the Room Mode Selection menu.

Please Select Room Mode

Combined Mode - Room 105 Master

Combined Mode - Room 104 Master

Individual Mode

➤ Press the room number you wish to be the master.

Room Mode is Currently Combined

Please use control panel on other side of room.

Change Room Mode
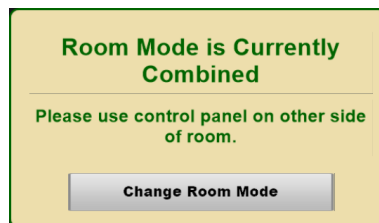
➤ Other room will display the *Room Combined* warning, and will not allow any changes to be made.

➤ Press **Shut Down** when finished. This will turn off both rooms.

Microphones

Each room is equipped with 4 microphones:
- 1 bodypack
- 3 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 individual mic levels.

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

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➢ Press the **Lecture Capture** button (**Blue highlight**) to access Mediasite controls.

- **Pause**: Pauses any Mediasite recording in progress. Press again to resume.
- **Stop**: Stops any Mediasite recording in progress. *WARNING:* You cannot resume once stopped.
- **Show**: Confidence monitor - Displays the Mediasite appliance output to monitor. Press again to return to the display source.

➢ **Camera Presets**: Press to change camera view.

➢ **Mic**: (orange) Displays microphone level page.

➢ **Camera**: (purple) Displays Additional Camera Controls page.

Microphone Level
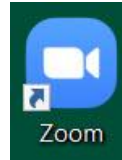

Allows adjustment of room microphones individually.

Additional Camera Controls
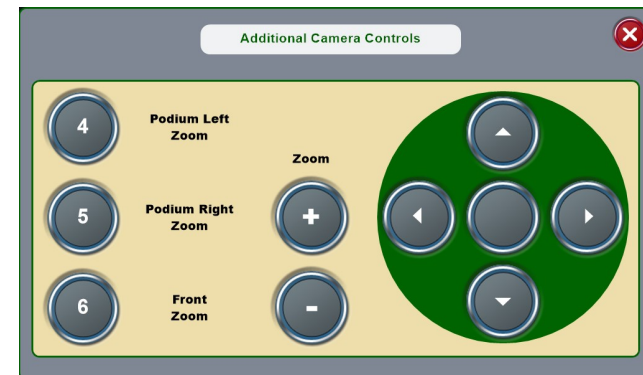
Allows 3 additional presets for camera view, manual zoom, and manual camera movement controls.

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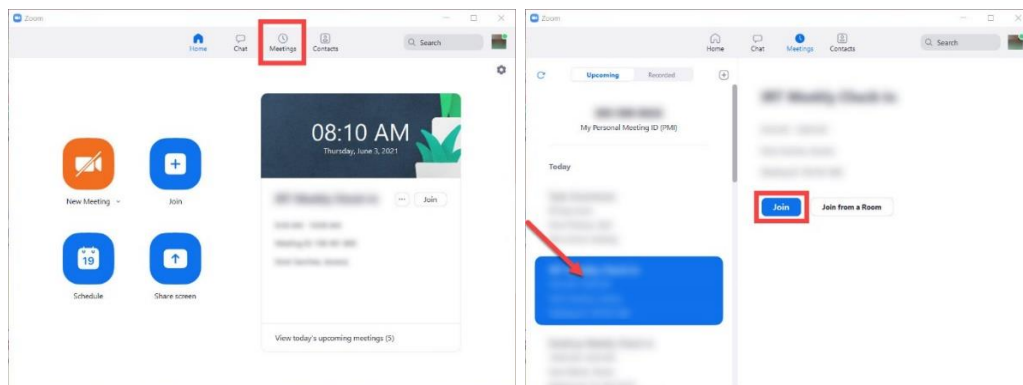
Using Zoom in the Classroom

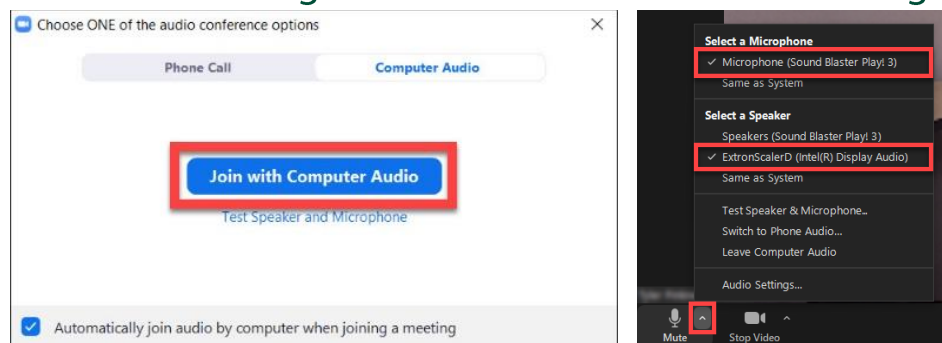➢ Click on the Zoom icon on the desktop or in the Start ⊞ menu.

➢ Click *Sign In with SSO*. Type in "csus" for the Company Domain. Login with your Saclink account and authenticate with Duo.
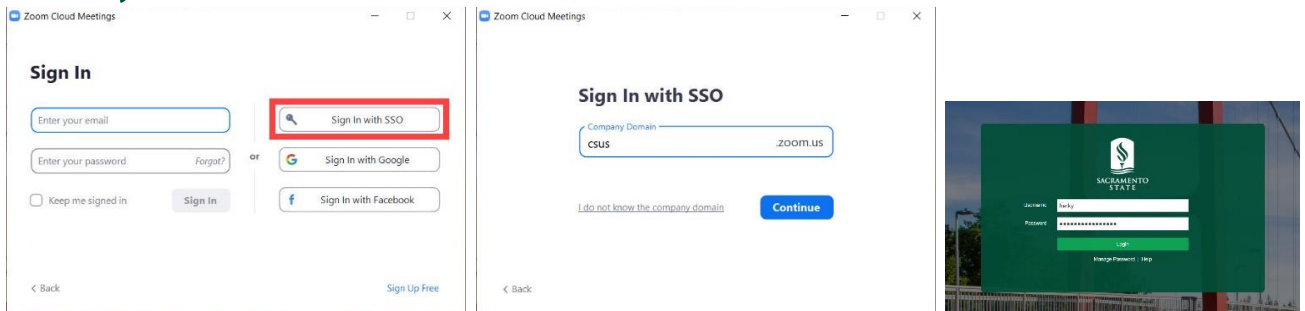
➢ Click on the *Meetings* button, choose the meeting you want on the left pane, then click *Join*.

➢ *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.

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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.

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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.

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

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Using a Laptop with ShareLink

➢ Ensure your laptop is on the *eduroam* wireless network.

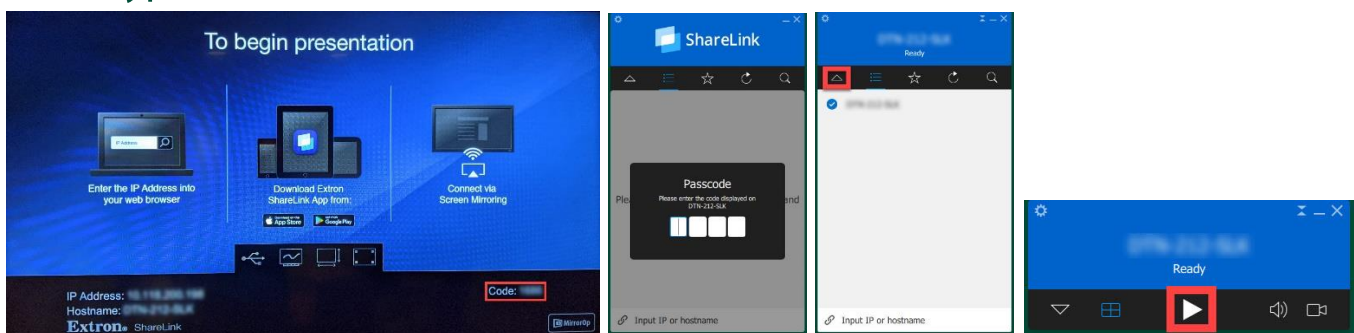➢ Push the "ShareLink" button on the A/V controller or touchpanel.

➢ Navigate to the IP address displayed on screen using a web browser.
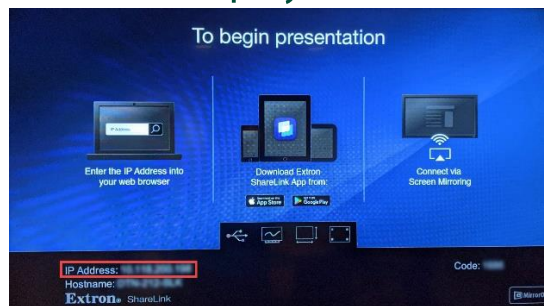
➢ Click on the button that matches your computer's operating system. Download, then open the software.

➢ Type in the code shown. Click △ to show screen cast controls. Press ▶.

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.

➢ 1st time only: Download the "ShareLink" by Barco Limited app from your device's app store.
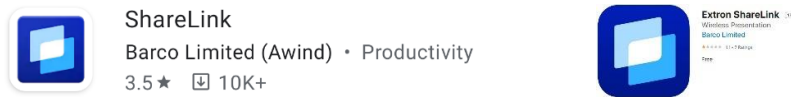
➢ Open "ShareLink on your device. Click the "Screen Mirroring" button. Press the ▶ button. If you encounter a "No receivers found" error, tap "No".
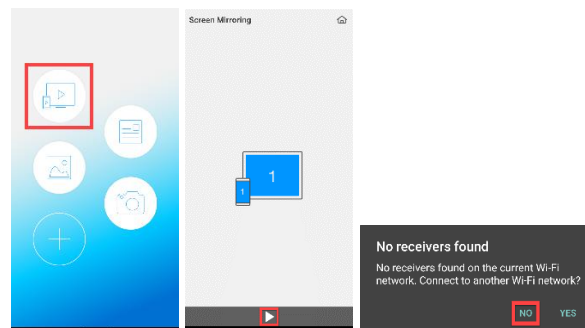
➢ Tap "Input Hostname or IP". Type in the IP address displayed on the in room display and press 🔍. Type in the passcode shown, then tap ✔.

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

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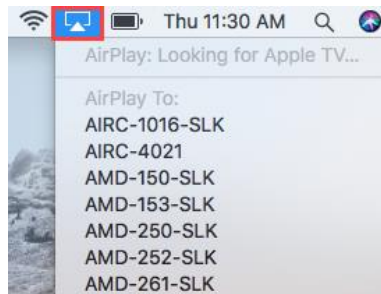
Note: If the AirPlay icon is not in the menu bar, click on the Apple menu > System Preferences > Displays. Click on "AirPlay Display" and then the corresponding room.
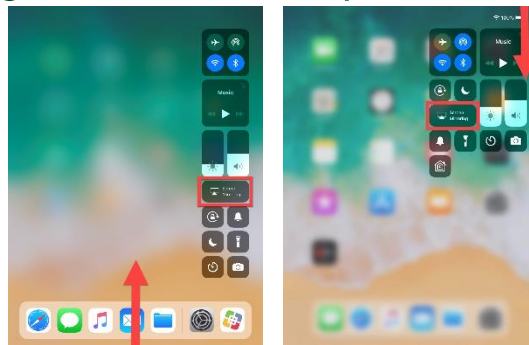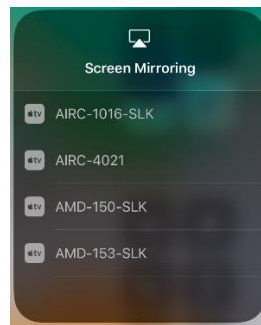

➢ Type in the code shown, then click "OK".

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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.
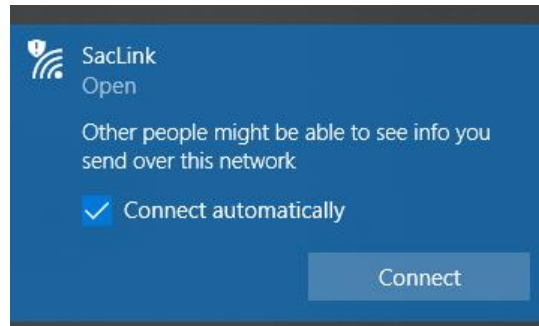

➢ Tap the corresponding room name.

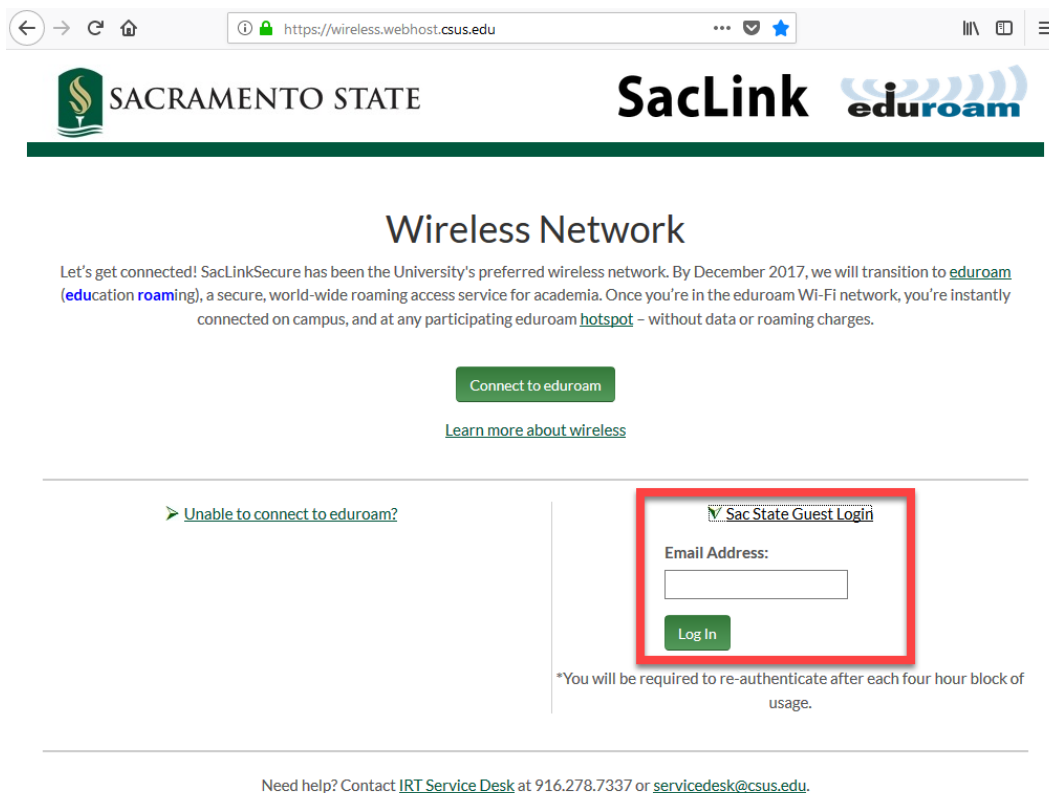➢ Type in the code shown, then tap "OK".

Need Help? Call IRT Classrooms (916) 278-7337, Option 1.
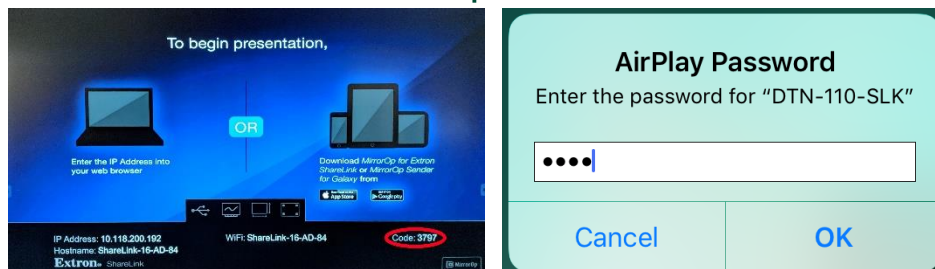
➢ Connect to the **SacLink** wireless network

➢ Open a web browser and click **Sac State Guest Login**

- 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.