

Using Zoom from a “Zoom-ready” classroom to teach in-person and remotely

Microphones

Classrooms with **Zoom mics*** are equipped with two microphones hanging down from the ceiling. These work very effectively to pick up audio from around the room so that remote students can hear the conversation throughout the room.

To use these mics, select “**Echo Canceling Speakerphone (Devio SCR USB Audio)**” as your microphone source in Zoom.

Speakers

If you can't hear your remote participants, make certain to select the correct “Speakers” in Zoom (also located in the Zoom microphone menu). You do NOT want your speakers to be set to “**Echo Canceling...**” which unfortunately is the default.

Instead, select “**Extron**” or “**Atlona**” or “**Projector**” (the choice will vary between classrooms). Also make sure to adjust the volume for the classroom speakers in the usual way (vol. knob on the wall, etc.).

Cameras

Classrooms with **Zoom cams*** are equipped with both a front and rear camera. The front camera (facing the students) is fixed and attached to the front wall. The rear camera (facing you) can zoom in/out and pan to frame the desired shot (projection screen, whiteboard, etc.).

To use one of these cameras select the appropriate device as your camera source in Zoom. The rear camera is a “**Logitech**” camera and is controlled by a small remote control on the podium.

Document cameras

Some classrooms are equipped with a (black) Samsung document camera that can also be used as a webcam. If your room has one of these doc cams, it will be located on a cart attached to the computer with a long cable.

To use this doc cam, select “**Samsung Digital Presenter**” as your camera source in Zoom. Reposition the cart and pivot the doc cam as needed.

* Visit bit.ly/lu-classrooms for a complete list of rooms and installed equipment.