

Use the Microphone


1. Remove the microphone from the charging base in the drawer and pause.
2. Wait for two red flashes, which means the microphone is paired and muted.
3. Turn the microphone on by pressing the button once. One green flash means it is paired and ready to use.
4. Clip the microphone about three inches below your chin.
5. Adjust the microphone volume by moving the microphone closer or further from your chin. Only some systems have microphone volume control.
6. When you're done, set the microphone back on its charging base.




Classroom Technology Guide



Connect to the Internet

 **WiFi:** Connect to the “**eduroam**” network. Log in using your University email address and password.

 **Ethernet cord:** For a wired connection, connect the Ethernet cable to your laptop.

Call for support:
[612-625-1086](tel:612-625-1086) | classrm@umn.edu

Get Detailed Instructions:
z.umn.edu/classroom_technology

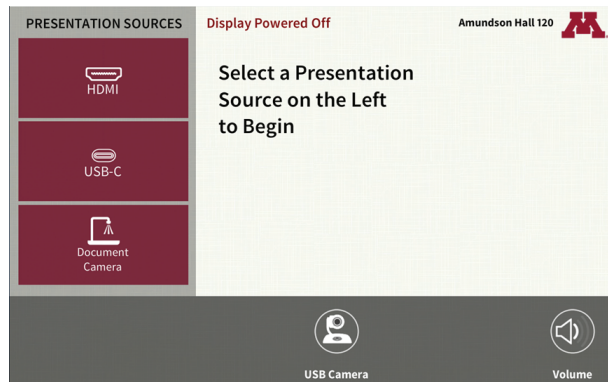
For help connecting to the internet, contact Technology Help at 612-301-4357.



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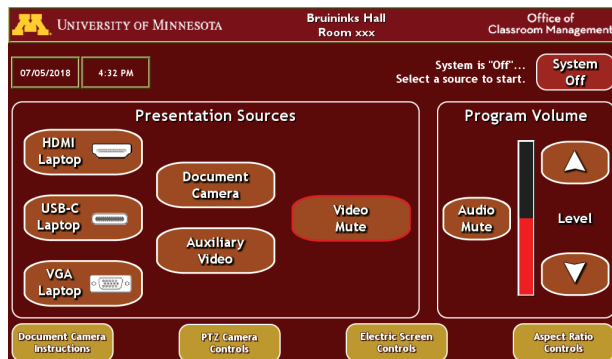
Turn the System On

1. If the touchscreen is black, tap to wake up.
 2. Choose a presentation source to turn the system on.
- The system automatically shuts down after 4 hours of inactivity. Press any source button at the start of class to make sure your class is not interrupted.



Crestron touchscreen control

Adjusting the volume level raises or lowers audio from your chosen presentation source. Microphone volume will not be affected.



AMX touchscreen control

For help with personal devices and computers, please call Technology Help at 612-301-4357.

Use the Projector

1. Find cables on top of the instructor podium.
 2. Connect the USB-C, HDMI, or VGA cable to your device.
- Adapters for Mini DisplayPort-to-HDMI are available in rooms. You must provide your own adapter for other device ports.
 - If using VGA and you need sound, find the headphone/audio cord on top of the instructor podium. Connect the audio cord to the headphone jack of your device to send sound through the system speakers. The audio cord will only provide sound when you select VGA as the source.



Note: Not all connections are available in all rooms.

Connect to Cameras and Mics

1. Find the USB cable located at the instructor station.



USB

2. Plug the USB cable into your device to connect the classroom microphone and camera.
3. Connect with others online as usual, such as through Zoom.