College of Nursing 209 Classroom

Notes:

Max Capacity:

Your Room Contains:

Classroom Resources:

Instructor Resources:

- Control Panel
- Document Camera with LCD Controls
- Cynap Pro
- Cables
    - HDMI cable(s)
    - USB-C cable(s)

Instructor Screens:

- Podium Monitor
- 2 Front Monitors

Audience Screens:

- 2 Front Projectors
- 2 Side Projectors

Audio Visual:

- 2 Lapel Microphones
- 2 Handheld Microphones
- Gooseneck Microphone
- 3 Cameras

Screen Groups:

- Group 1 (Left side): 1 front projector, 1 side projector, 1 monitor
- Group 2 (Right side): 1 front projector, 1 side projector, 1 monitor

How to:

**Control Panel:** Located on the podium.

Display on Screen:

1. Select **Turn System on**.
2. Choose what screens you want to show. (ex. All screens, front/rear projector, student monitors).
3. Choose the device you wish to display on the screen such as a laptop connected to **USB-C**, the **Wall Box HDMI**, **Doc Cam**, or **Cynap**. You can choose to mirror display or not.
    - *Note*: The **Blank Screen** option will stop the currently selected image from projecting.
4. There are additional display options you can configure on the control panel.
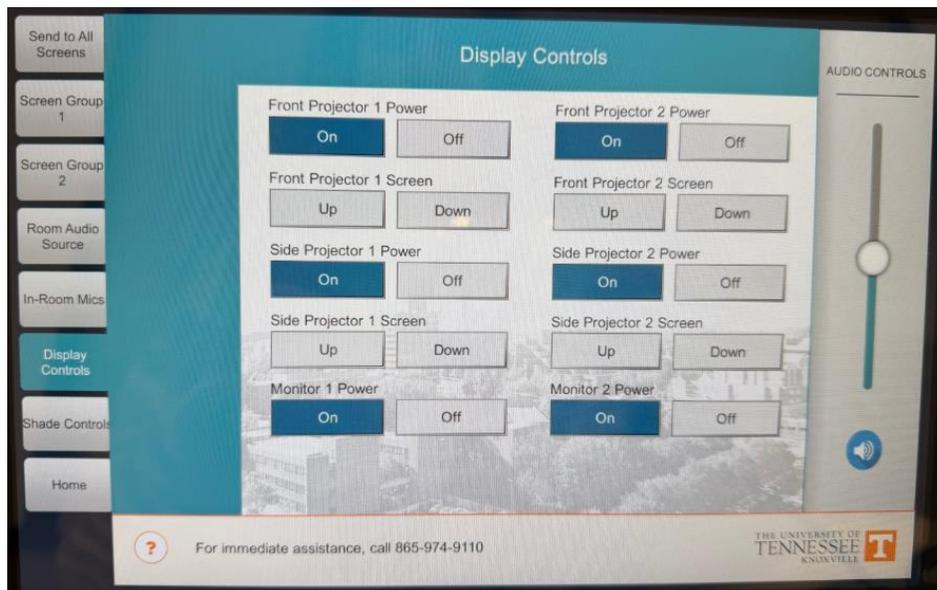
When Finished:

1. Tap **Home**.
2. Choose Turn **System Off**.
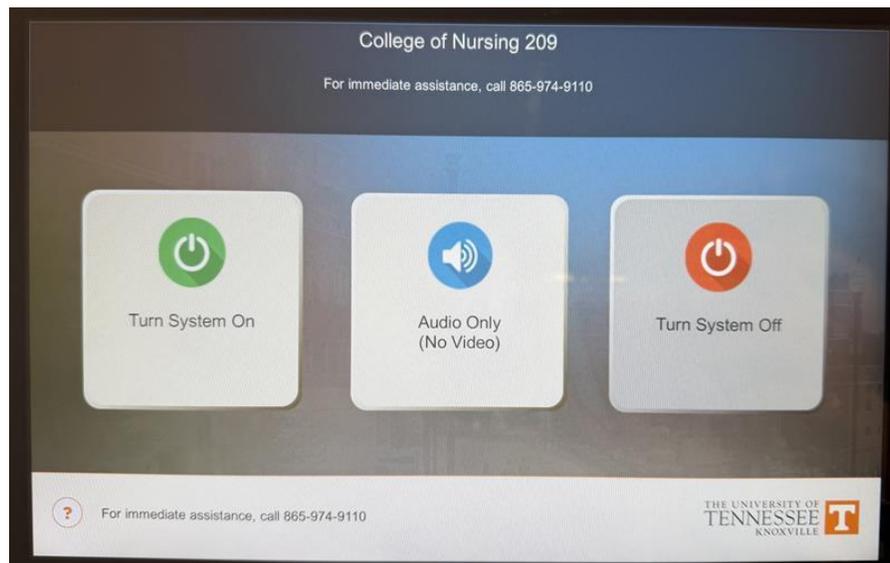
Step 1
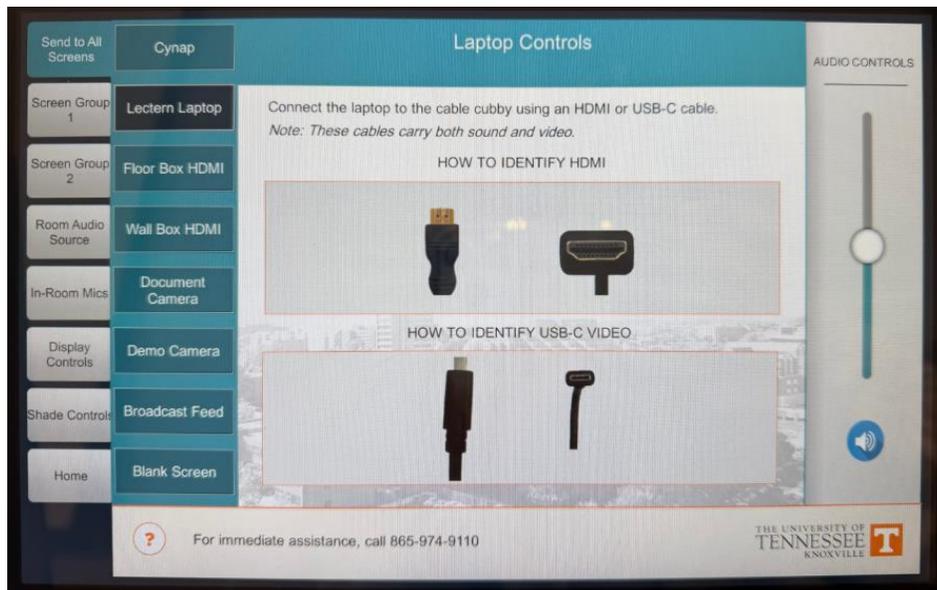
Steps 2-3

Step 4

Cynap

Connecting Laptop Wirelessly:

1. Connect your laptop.

    o **On Windows:**

        1. Use the **Windows Key** + **K Key** to bring up the Project menu.
        2. Choose **Connect to a wireless display**.
        3. Choose the Cynap for your room.

    o **On MacBook:**

        1. Select the **Screen Mirroring icon** in your menu bar to see available devices.
        2. Select the Cynap for your room.

2. Enter the 4-digit code that appears at the top of the Cynap screen on your laptop. Your laptop will appear on the Cynap screen.

Display a device using an HDMI cable:

1. On the Control Panel under the Cynap Input menu, select the device you want to display from the Cynap onto the projector. You can select from your laptop, document camera, and Wall Box HDMI.
2. On the **Cynap** screen, tap the screen and select the **[+]** button.
3. Then, select **Cynap Input** to add the device previously selected on the Control panel. This icon may be labeled slightly differently, such as Input or HDMI (even if you are connected another way such as USB-C).
4. Your selected device will appear on the Cynap screen. If you are not in mirror mode, where the instructor screen is mirrored on the main screen, you can send the image over to the main projector screen by tapping the bottom menu of the window on the Cynap and choosing the Send to Projector button.

    o *Note: OIT recommends using Mirror mode to make things simpler. If you use Mirror mode, make sure you go to your home screen on the control panel and turn the system off, then turn the system back on at the beginning of class. This will reset your PIN code for Cynap so that previous users will not have the PIN code.*

5. ***Note***: If you are recording using Zoom or Panopto on a Cynap Pro, you will need to select the shared image - the input image you are recording - and then maximize that window in order to view it on the projector screen.

Document Camera:

The document camera located in your classroom allows you to easily display documents, objects, and simple demonstrations to an entire classroom and/or lecture hall.

Key Features:

- LCD touchscreen with menus to adjust your image

- Freeze frame, which freezes the image displayed through the projector system

- Split screen feature allows you to first freeze your image using the Freeze frame feature, then split the screen to show the frozen image side-by-side with a live image

- Rotate camera 90 degrees. Allows you to rotate the camera to demonstrate something too large to fit on the document camera table.

- Zoom wheel, which allows for closer details of the images or objects being projected

- Continuous auto-focus that adjusts as you zoom in and out to keep your image in clear focus

- A brightly lit working surface

- Loop-pull up for easy setup

How to Use the Document Camera:

- Lift up the document camera with the loop-pull and the camera should automatically turn on. If it does not, the power button is on top of the head of the document camera.

- Place your document or demonstration on the working surface

- Ensure auto-focus is enabled to have a continuous clear presentation

Other Resources:

Watch a video on the basic steps to using the Document Camera.

Look on the podium for the charging stand or Shure pouches for microphones.

Lapel Microphone:

Lapel-style microphones are called Lavalier mics. Lavalier microphones are clipped to your shirt about 3-6 inches below your chin and come with a battery pack you can clip to a belt or slide in a pocket.

Tip: Adjust sound levels by going to the tab for in-room mics or microphones on the control panel. You can adjust the sound level when you use Zoom or Panopto by going to the tab for Zoom/Panopto mic.

Each mic has been programmed to work with the audio system in your classroom. These mics will not work in other rooms because they have not been set to work with another room system and may also be incompatible with some of the equipment in that room. Please contact OIT if you need additional mics in your classroom.

Tip: when you switch the battery pack on, if the light is green, the battery charge is good. If the light is red, the battery is getting low.

After using the microphone, make sure to put back into the charging stand. There will be a red light indicating that it is charging. A green light will show that the stand is plugged in.

Handheld Microphone:

Handheld mics can be used by audience members to be heard better in the classroom or during a Zoom meeting or Panopto recording. Depending on the setting up of your particular room, the mic may only be used either in the room or on Zoom or Panopto. Check your control panel to see what mics are available in Zoom or Panopto by choosing the Zoom/Panopto option. To check what mics are available over your classroom speakers, check the Room Audio button on the control panel.

After using the microphone, make sure to put back into the charging stand. There will be a red light indicating that it is charging. A green light will show that the stand is plugged in.

Gooseneck Microphone:

Available in some classrooms on the podium, these bendable microphones allow a speaker to stand at the podium to be heard. Speakers who are soft-spoken may need to lean in towards the microphone to be heard better.

If a lavalier (lapel-style) microphone is available in the room, OIT recommends using that microphone if the speaker wishes to move away from the podium and around the room.

Record Your Lectures with Microsoft Teams on Cynap:

https://classrooms.utk.edu/wp-content/uploads/RecordingYourLectureWithTeams.pdf

Record Your Lectures with Zoom on Cynap:

https://classrooms.utk.edu/wp-content/uploads/RecordingYourLectureWithZoom.pdf

Record Your Lectures with Panopto:

https://classrooms.utk.edu/wp-content/uploads/RecordingYourLectureWithPanopto.pdf

Quickstart Combined Recording Your Lectures with Panopto or Zoom:

https://classrooms.utk.edu/wp-content/uploads/RecordingLectures.pdf

Classroom Photo: