USCPrice
*Office of Online Education
and Digital Media*

RGL 2nd Floor Classrooms

Training Topics

Turning On the System

1. Locate the touch pad in the room and tap anywhere on the screen.
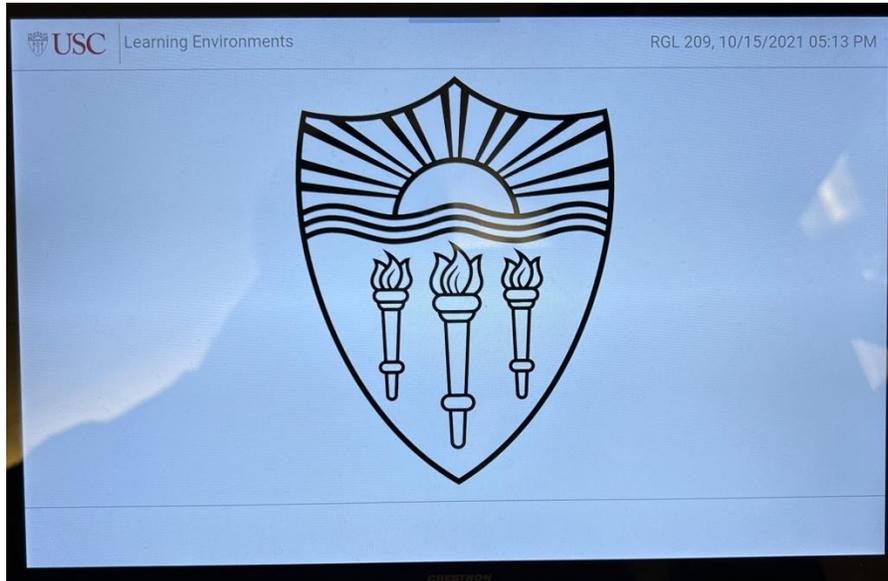
2. The system will now display an 'Advanced Routing Screen'
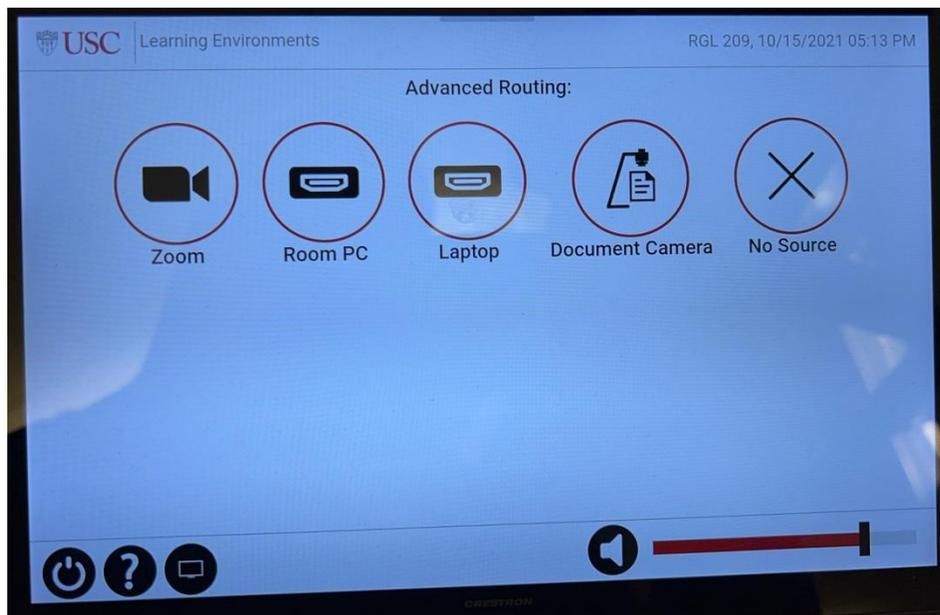
3. The system is now on and ready for you to choose your source.

Choosing the Built-in-PC

1. Tap 'Room PC' on the Touch Panel
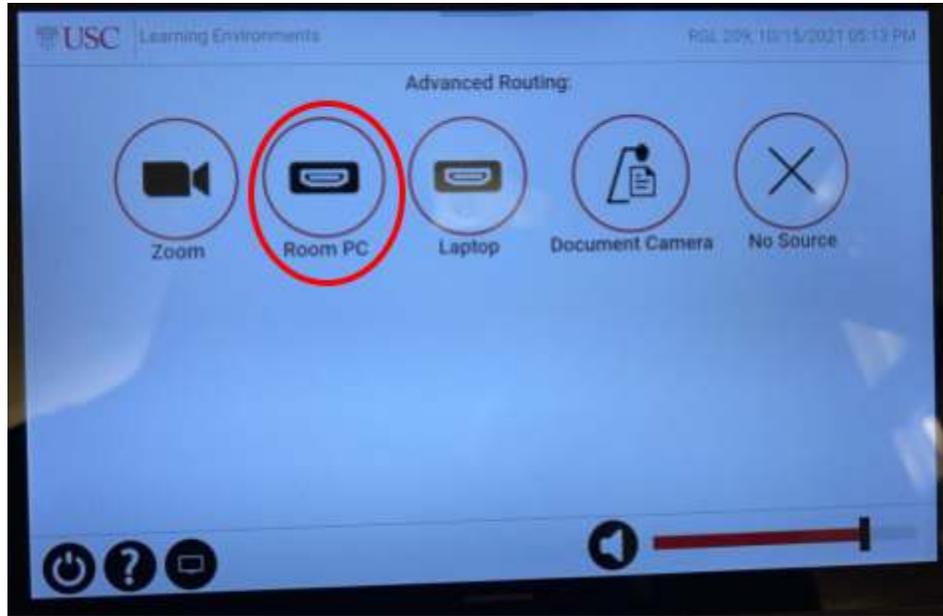
2. Then Tap 'Displays' on the Touch Panel

3. The PC will now be sent to the two displays. It may look like the following at first:

If it does, just wait 30 seconds and the PC will eventually fill the screen. If not already logged in, use the keyboard on the credenza and log in with '*classroom*' for the username and password.

You can also use **touch** on the LED screen to control the in-room PC.

4. If the screen and computer do not come on, the computer may have been turned off. Turn on the computer. The PC is located at the top of the credenza, and there should be a solid green light on the power button. If not, press the power button to turn the PC on.

Choosing Laptop

1. Tap 'Laptop' on the Touch Panel
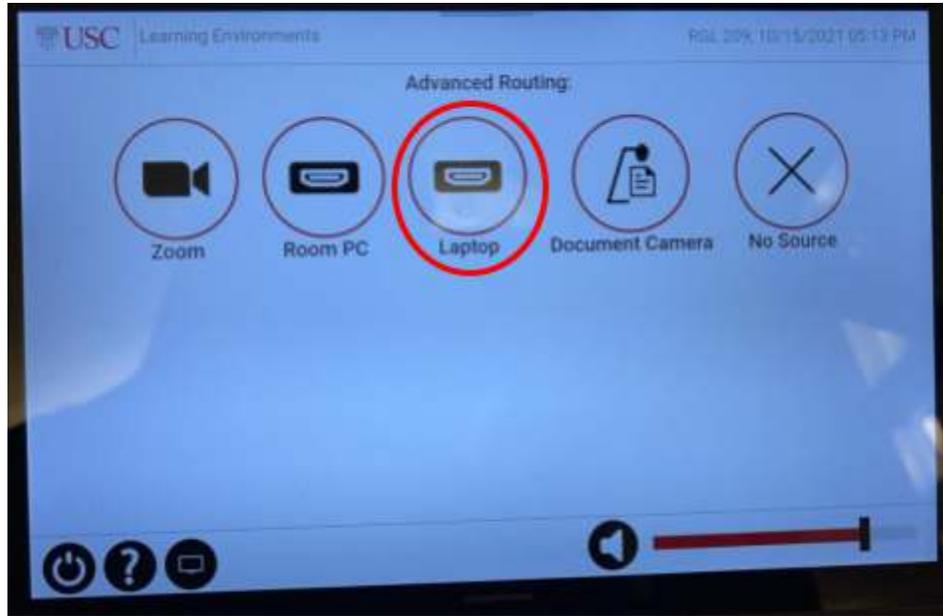
2. Plug in the appropriate connector for your laptop by finding the dongle.

3. Tap 'Display Left' **and** 'Display Right' to send the Laptop to both screens.
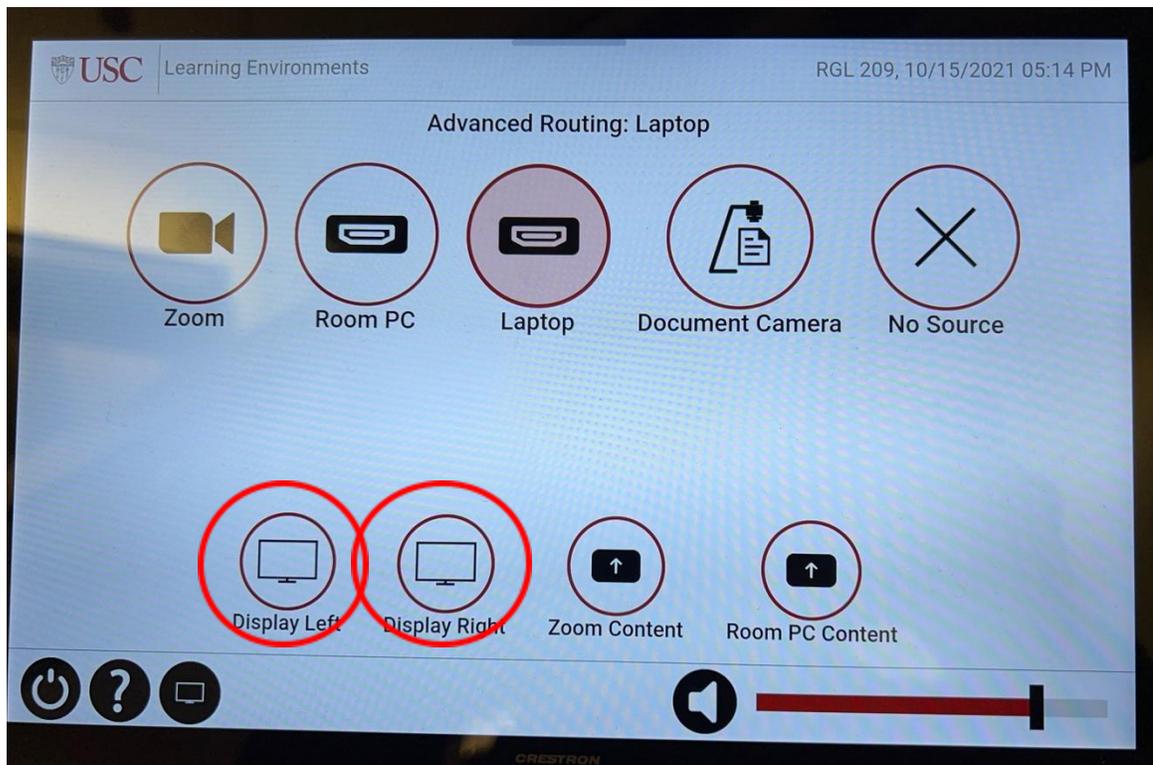
Your laptop will now be sent to both screens. On your laptop, you will have the choice of mirroring your desktop, or 'extending' the desktop so that the screens act as a secondary monitor. This is your choice, but by default, most laptops will choose mirror.

If you decide to use Zoom from your laptop in this configuration, you will have to use your built-in webcam for Zoom.

Using Zoom

1. Zoom is pre-installed on the computer. You will see the Zoom icon on the desktop and on the task bar just like your on-home computer. A step-by-step video tutorial on how to sign in can be watched here. To sign in, click on Sign In with SSO.

🔑   Sign In with SSO

2. Type in 'usc' in the text field and click continue.
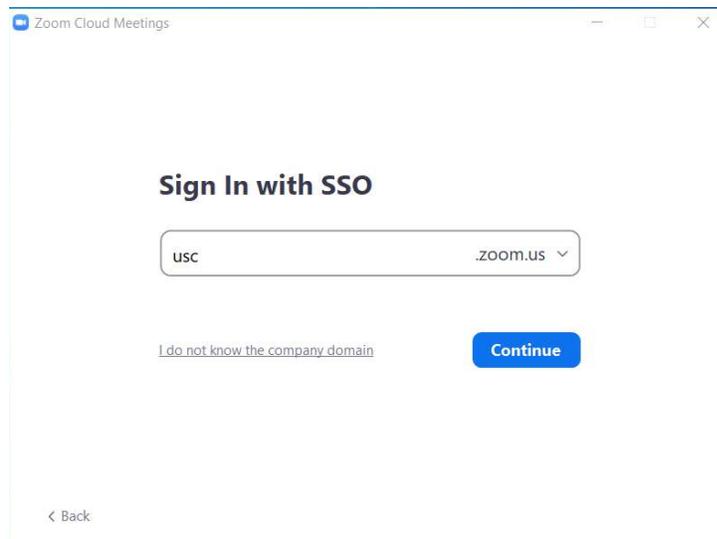
3. Authenticate using USC Duo-Authentication and use Zoom like you normally would. When in Zoom, your audio and camera settings should be pre-set.

The room camera and microphones are in the ceiling. The camera will also follow you around the room based on movement in a 180' pattern.

Digital Whiteboard Part I: On the Computer Screen

The new monitors have a built-in digital whiteboard technology. You can mark up the PC while you teach. The 'Pen' is located on the side of each Display.

1. To mark up your computer screen, first press the power button.

2. Upon pressing the button, a bottom menu will come up. Tap the pen icon.
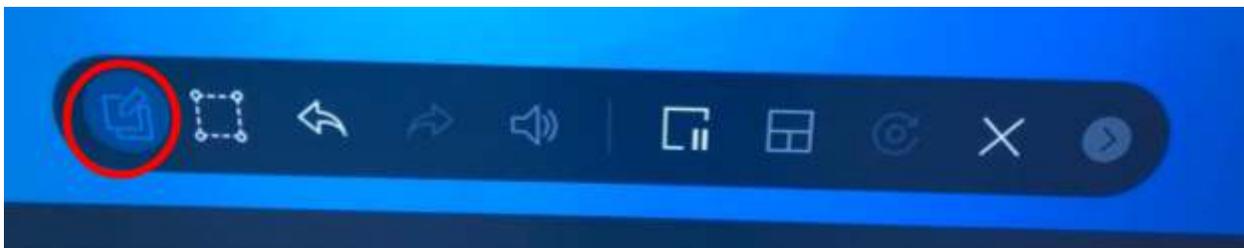
3. After doing so, you will be able to start writing on the screen using the pen.
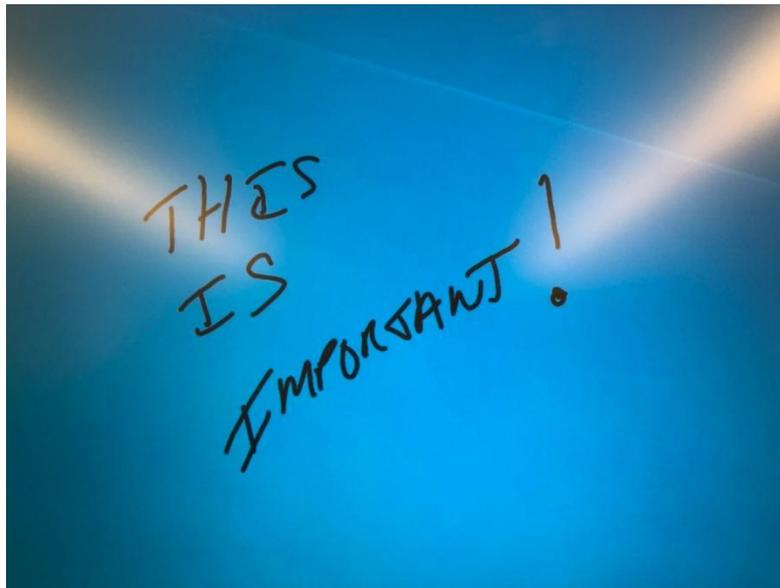
4. If the menu goes away in between writing and lecturing, simply repeat Steps 1 & 2, and you can continue where you left off. When you're done marking up the screen, tap the pen icon.
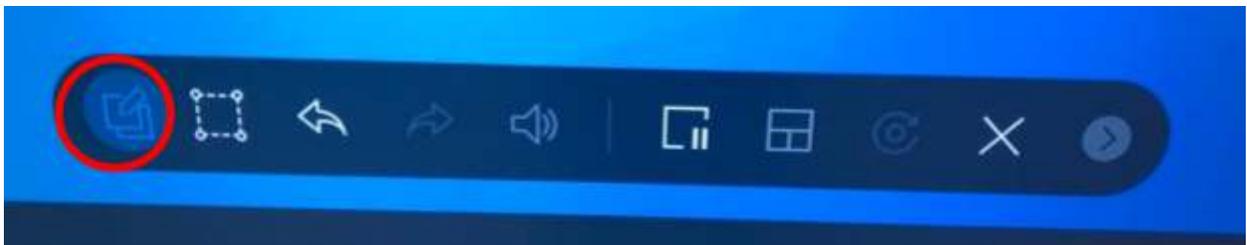
5. A message will pop up asking if you want to save your image. Tap **Don't Save,** and the image will disappear.
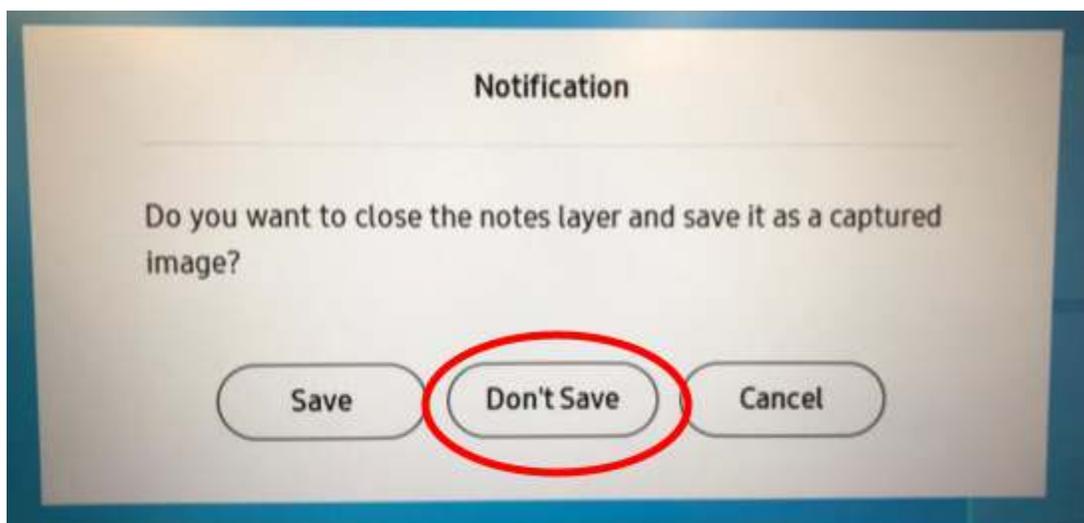
Digital Whiteboard Part II: Full Whiteboard on Display

You can also opt to put a whiteboard on the entire Display.

1. First press the power button.

2. Upon pressing the button, a bottom menu will come up. Tap the X icon.
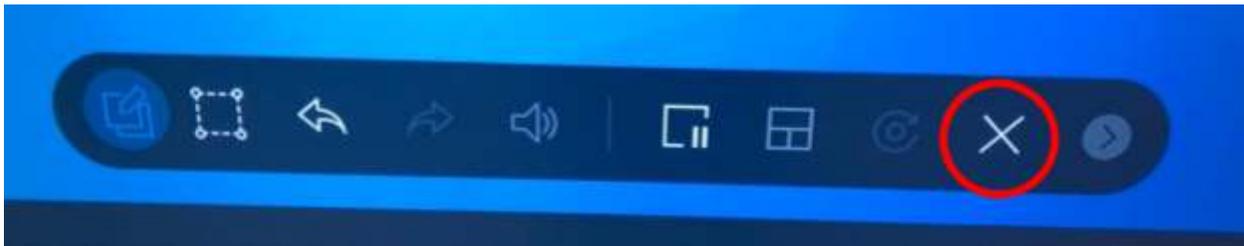
3. A message asking you if you want to exit will come up; tap YES.
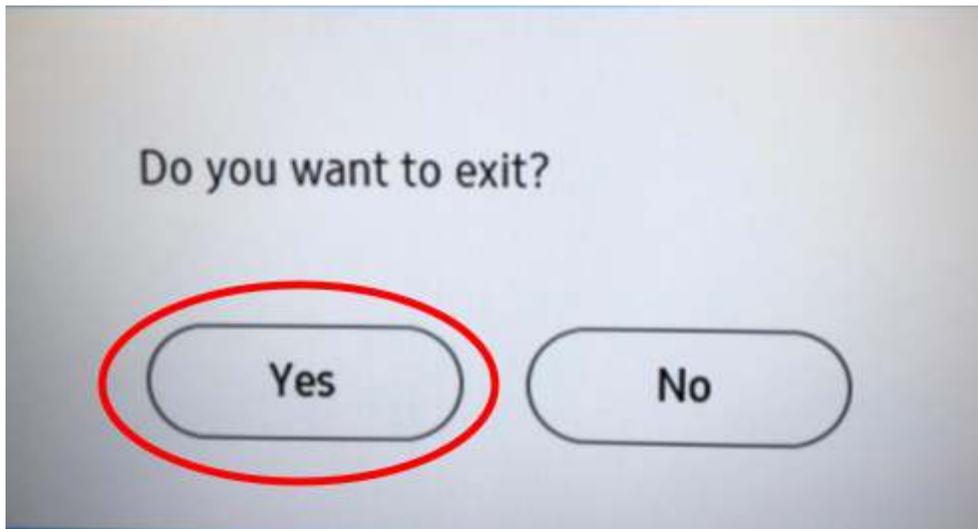
4. The whiteboard will now fill the screen. The controls will be at the bottom. You can use the pen attached to the side of the monitor to draw.
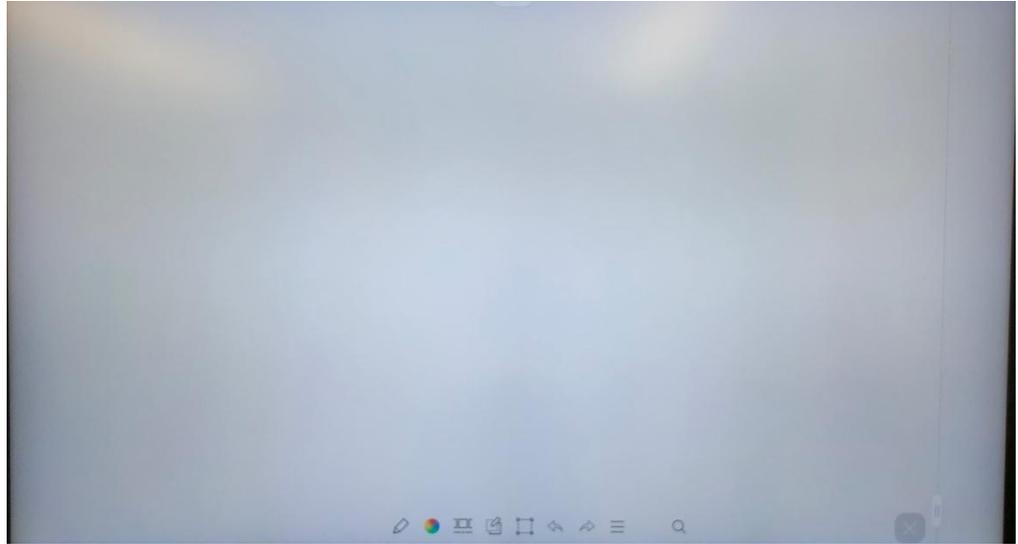
5. The 'tip' end writes, the 'eraser' end highlights or erases text depending on your settings.
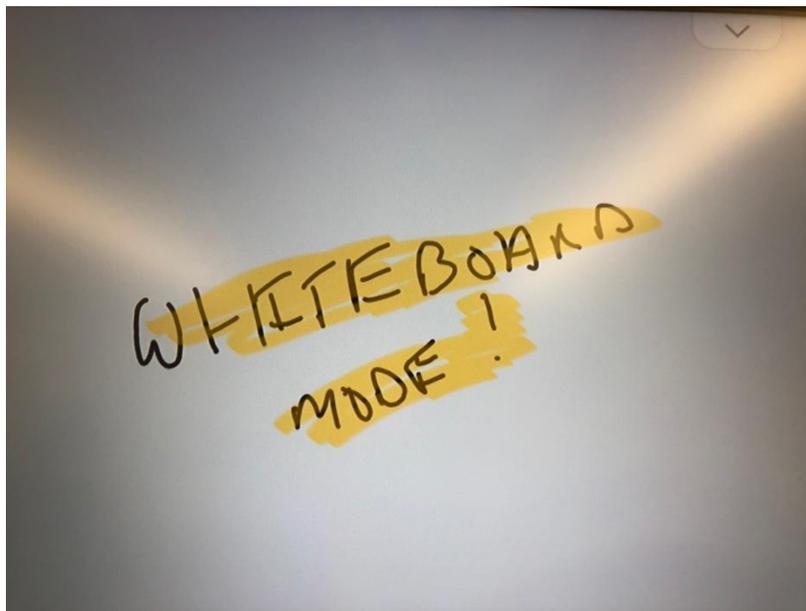
6. If the controls go away, tap the up arrow at the bottom of the screen.

7. If you want to have multiple whiteboard pages, you can use the control on the bottom right. Tap and hold on to the button with the **II** lines on it, and it will turn into a **<>** icon and you will see a dotted line with the next page on top. You can move the next page on/off the screen.
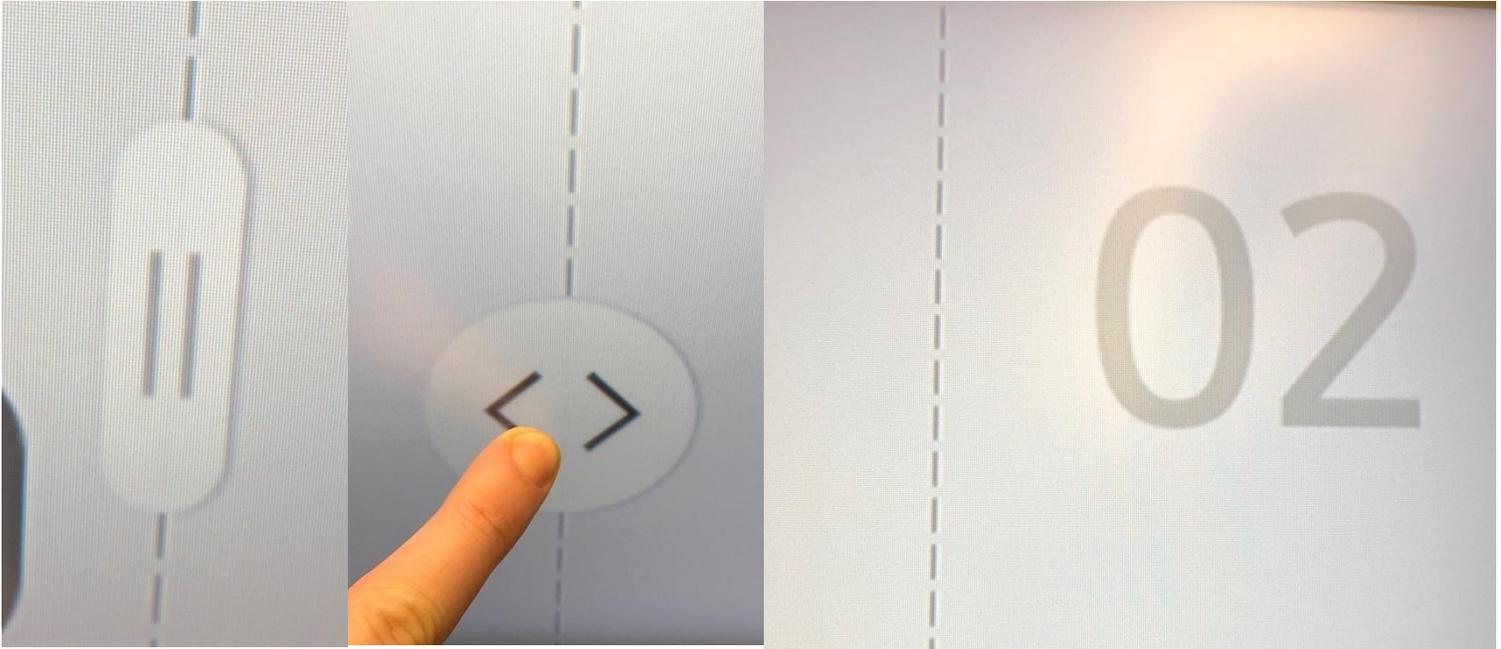
8. When you are done using the whiteboard, tap the down arrow at the top of the screen.
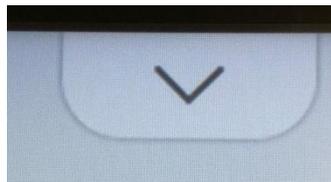
9. Choose PC from the menu.
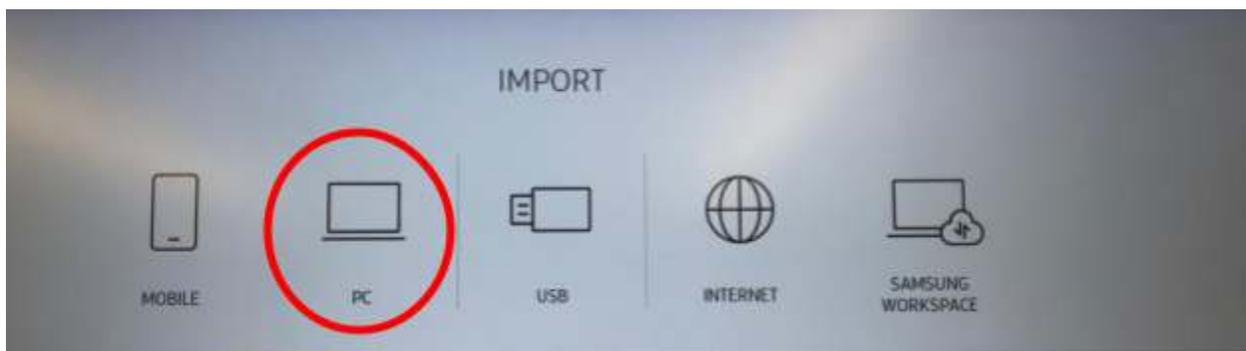
10. Choose HDMI 1 from the list

11. The screen will now take you back to the PC. If it doesn't, you will see the PC in a small window. Tap on the extend button and choose the right-most option.
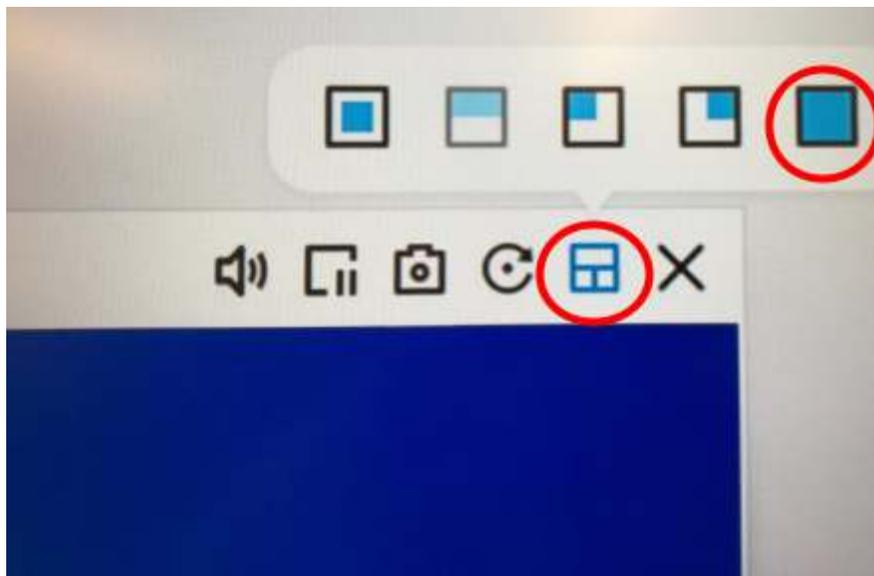
Turning off the System

1. When you are done teaching, **please remember to LOG OUT of Zoom.** You can do that by launching the Zoom app, clicking on picture/initials in the top right, and choose Sign out.
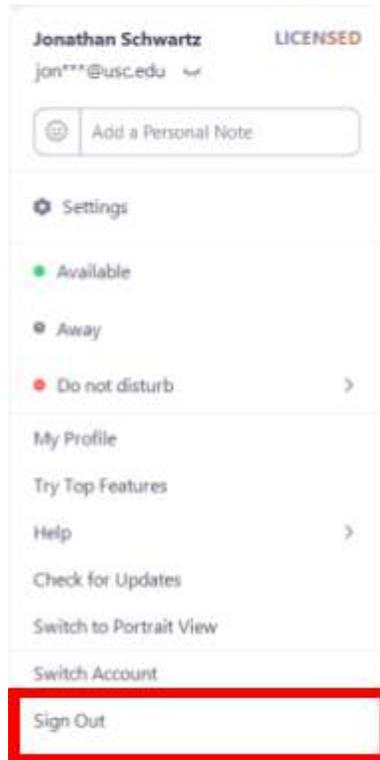
2. Sign out of the computer by right-clicking on the Windows icon and choose **Shut down or sign out -> Sign out**
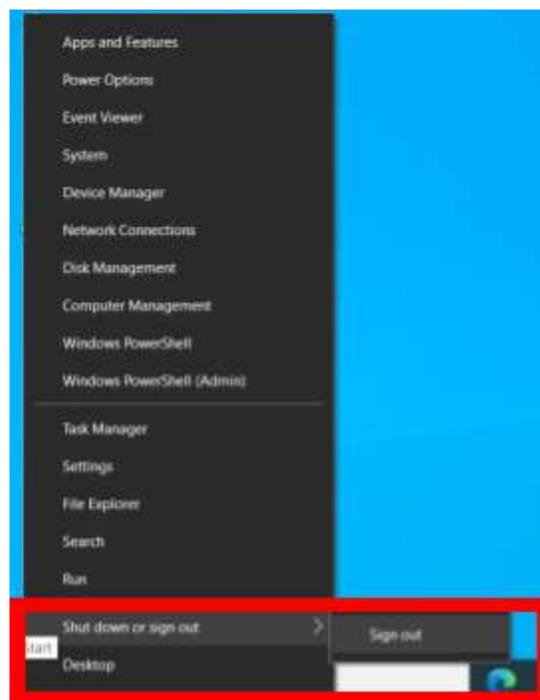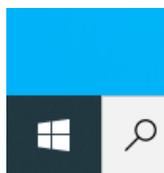
3. Tap the Power button on the control panel
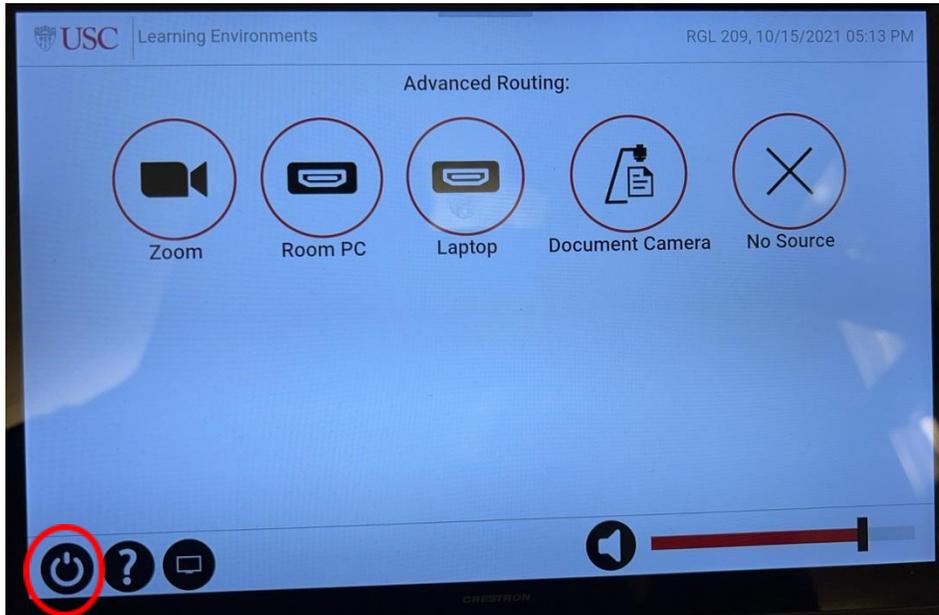
Frequently Asked Questions

Q: Can I use a USB key for my files?
A: Yes, you can plug it into the computer. The computer is located right beneath the credenza, as pictured [here](#).

Q: Do the USB ports on the TV screens work?
A: No, they are for when the TV is not part of a system.

Q: Can I use touch control on the instructor monitors?
A: Not yet; you will be able to when we finish the technology upgrades.

Q: The general-purpose classrooms have a Zoom room that allows students to share content wirelessly. Can they do that in RGL?
A: Not yet; they will be able to when we finish the technology upgrades. For now, if students want to share their screen, they can join the Zoom room the instructor is using and ask for permission to share. They must mute their mics, though, if they are in-person to avoid feedback.

Q: Can I bring in remote guests or students?
A: Yes, through Zoom.

Q: Does the room have microphones for voice-assist or events?
A: No.

Q: What other technology besides what is mentioned above is coming?

1. Ability to control the room through the touch panel
2. Assisted Listening System
3. Occupancy sensor for auto room turn on/off