

ASU Sync Room Type A Zoom Enhanced Classroom

This tutorial is designed to guide you through the steps of initiating and ending a zoom session using the equipment in Type A - Zoom Enhanced Classroom. Type A classrooms are fully mediated, with multiple cameras (instructor and audience views), complete audio coverage of instructor and audience, and digital whiteboards which can be shared into your Zoom session. You can [view the list of Type A rooms here](#). For information on how to effectively use Zoom to deliver instruction, please see our [website of Zoom teaching resources](#).

Before you use the classroom technology:

- Remember to wipe down the podium, microphone transmitter pack, control panel, keyboard, and mouse with sanitation products available within the classroom

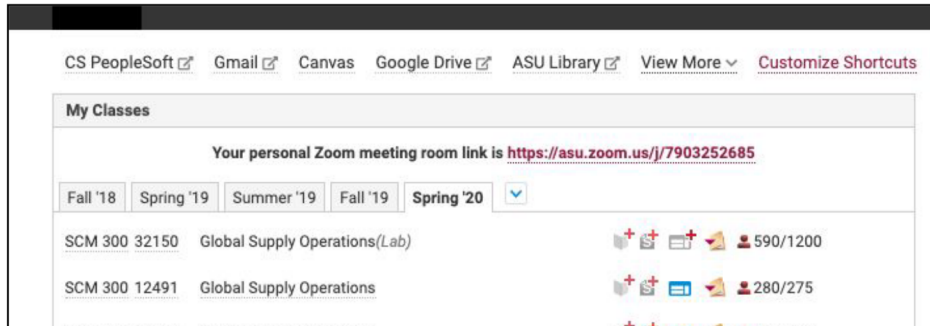
Dell All-in-One Style room

*There are three rooms with a different set-up COOR 184 / EDB L1-26 / ART 246. Directions for these rooms are available [here](#).

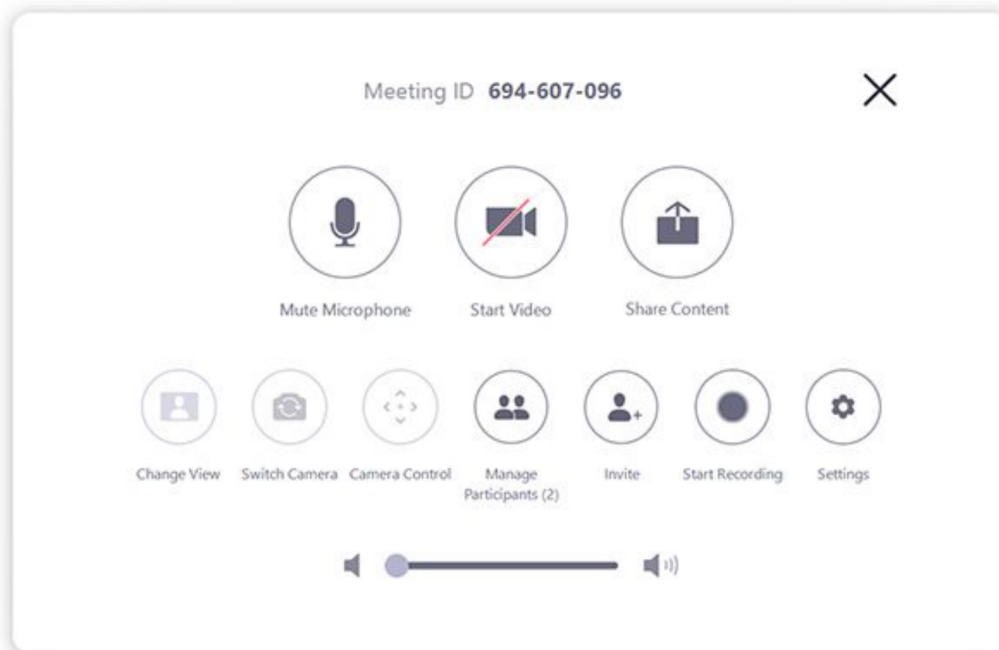
1. Touch Dell Screen to wake to this screen:



2. Select "Join" to join a pre-existing Meeting ID, or select "Meet" to generate a new Meeting ID for the session.
3. To enter the room for your class, Select "Join" and enter the meeting ID numbers from your personal Zoom meeting room link found on myASU.



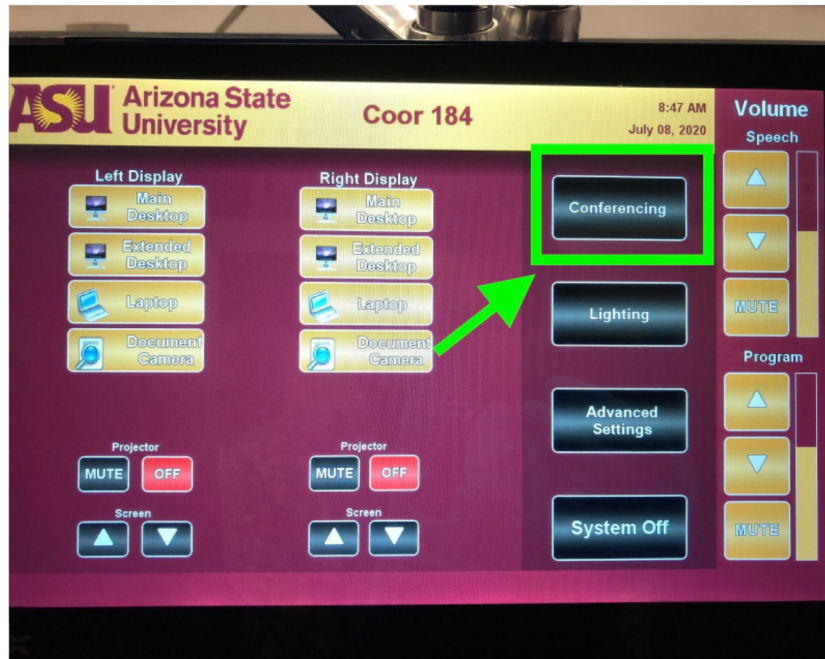
4. The Meeting Controls will then appear. Camera control is located on the bottom.



COOR 184 / EDB L1-26 / ART 246 AMX Style Room

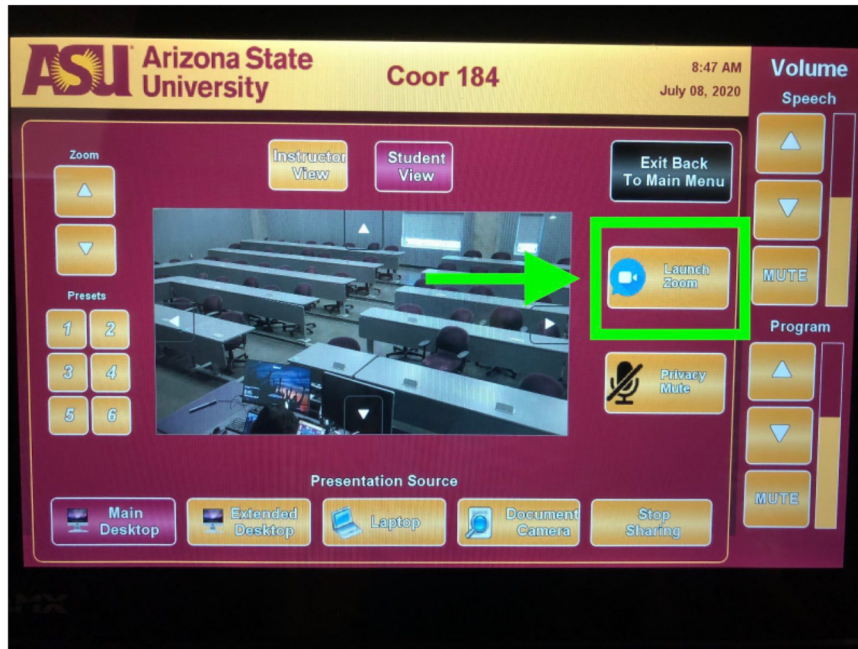
COOR 184 / EDB L1-26 / ART 246 are three pre-Covid Zoom style rooms that have a different screen and start-up process than the Dell All-in-One Style rooms but have the same functionality.

1. Start the AV system by pressing the AMX touch control panel on the instructor station.

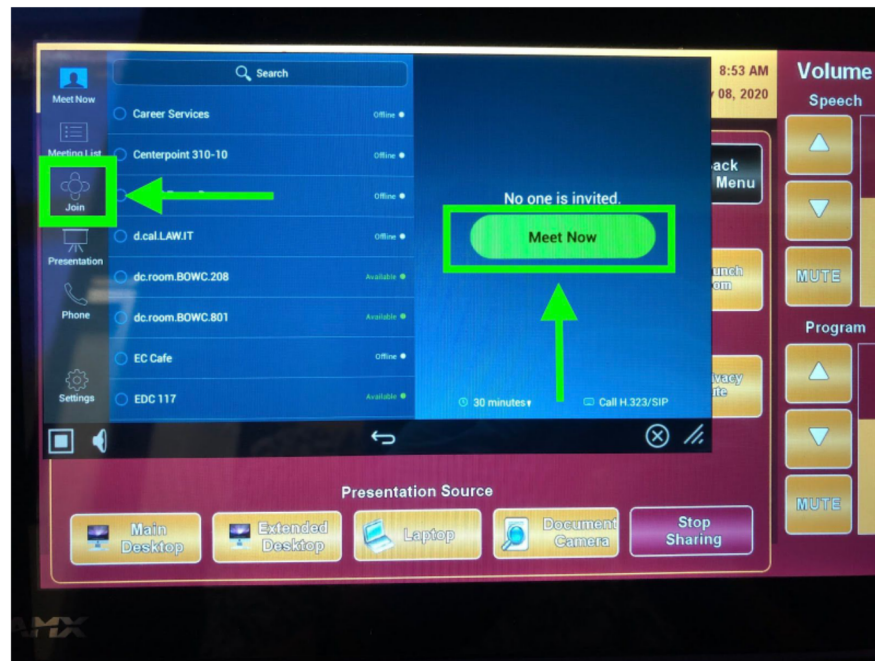


2. Push the "Conferencing" button

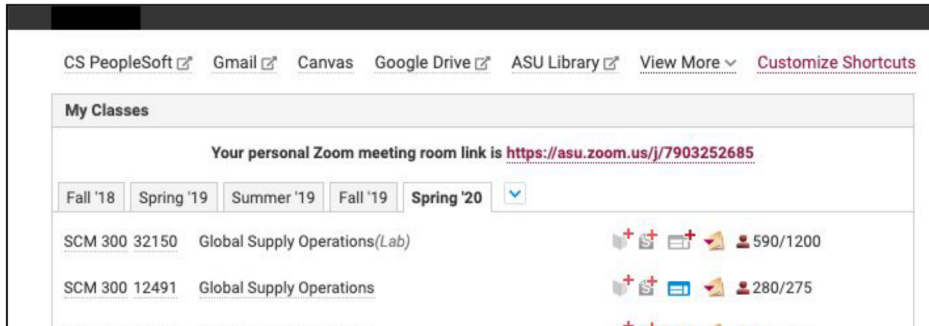
3. Push the “Launch Zoom” button



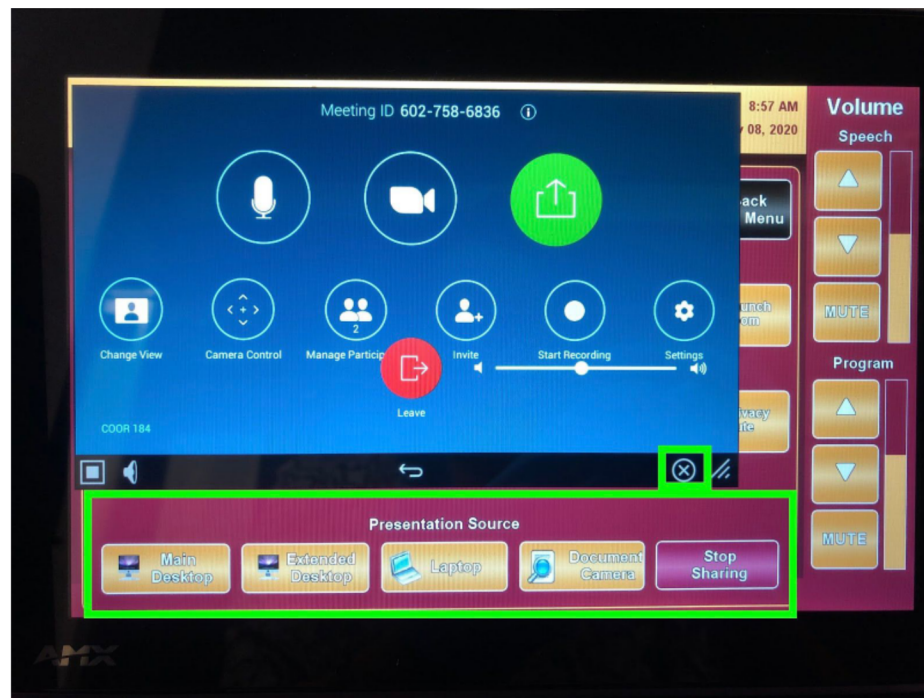
4. Select “Join” on the left side to join a pre-existing Meeting ID, or select “Meet Now” to generate a new Meeting ID for the session.
 - a. NOTE: If the previous user did not leave their last ZOOM meeting, ZOOM will launch it upon restart. Select “Leave” to get to the Meetings screen.



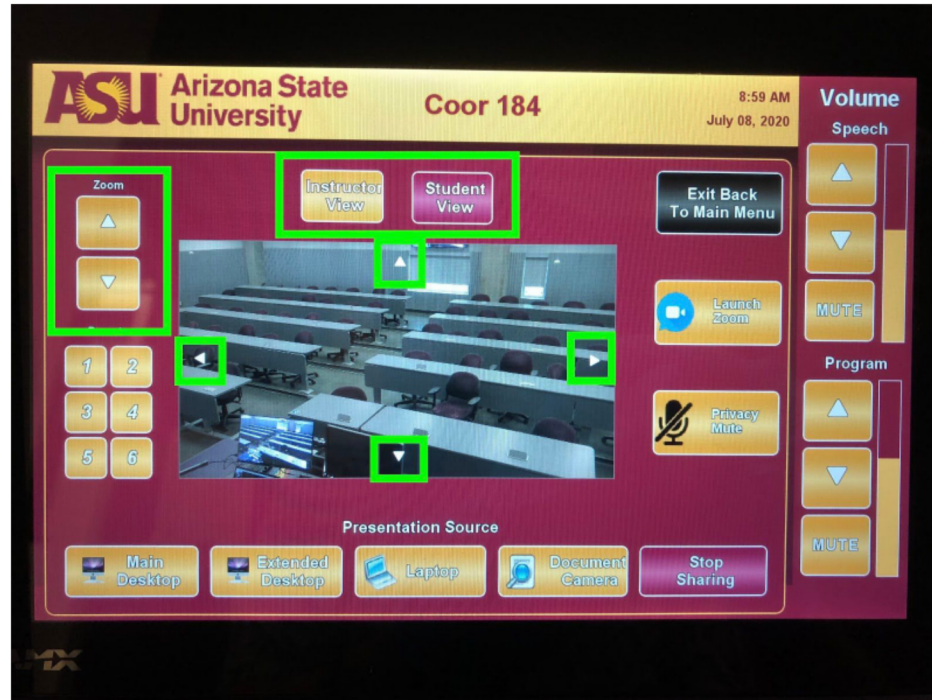
- To enter the room for your class, Select “Join” and enter the meeting ID numbers from your personal Zoom meeting room link found on myASU.



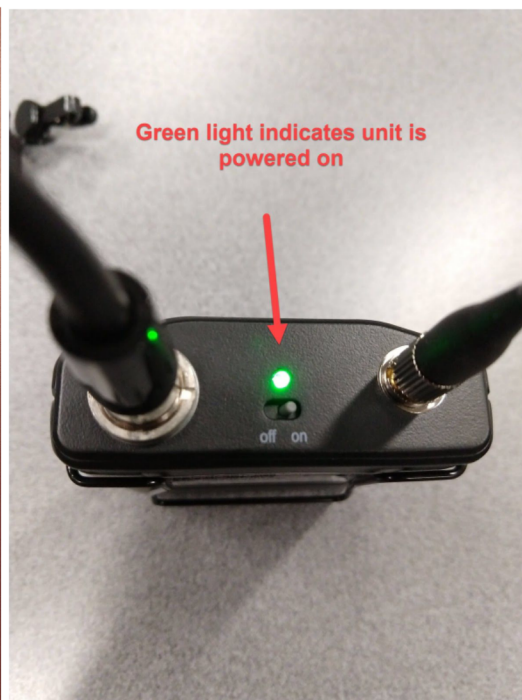
- The meeting is now launched. Zoom controls appear on the screen. The presentation source can be selected from the bottom of the screen. To access camera controls, select the X to hide the Zoom controls.



- Camera controls appear on the edges of the preview window. Hit the “Launch Zoom” button to bring up the Zoom Controls again.

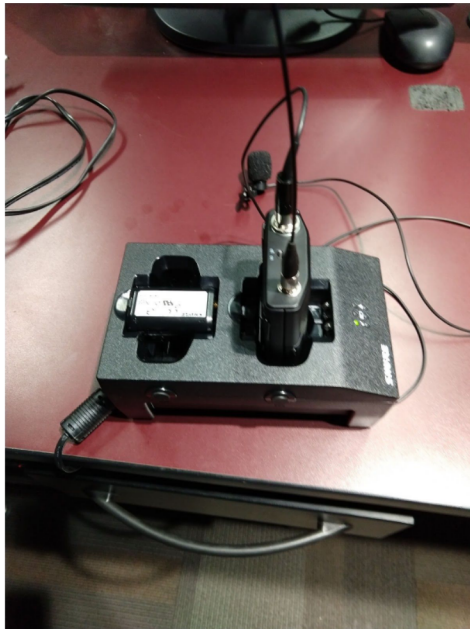


8. Although Type A Classrooms contain omni-directional microphones, which are suspended from the ceiling, the wireless lavalier microphone provided within the room should be used to provide the best audio experience for remote participants. The microphone and transmitter pack will be attached to your clothing. It is recommended that you wear clothing that is easy to clip a microphone onto such as a collared shirt or jacket.



Tips for wireless lavalier microphone use:

- The ideal placement of the microphone is 3" to 4" away from your mouth, clipped somewhere around your sternum. Please be sure that it is pointing in the direction that you are speaking.
- Make sure the transmitter is turned on. You should see a small on/off switch at the top of the transmitter pack. Flip it to the On position. You should see a green light if the power is on.
- If the green light is not lit, your transmitter battery pack may be dead. The room should be equipped with a wireless mic charging station which contains an extra battery.



Wireless Microphone Charging Station

Recording your class sessions:

You can record your zoom meeting and share the video, audio, and chat text with your students after the meeting has ended. The benefits of recording your class include:

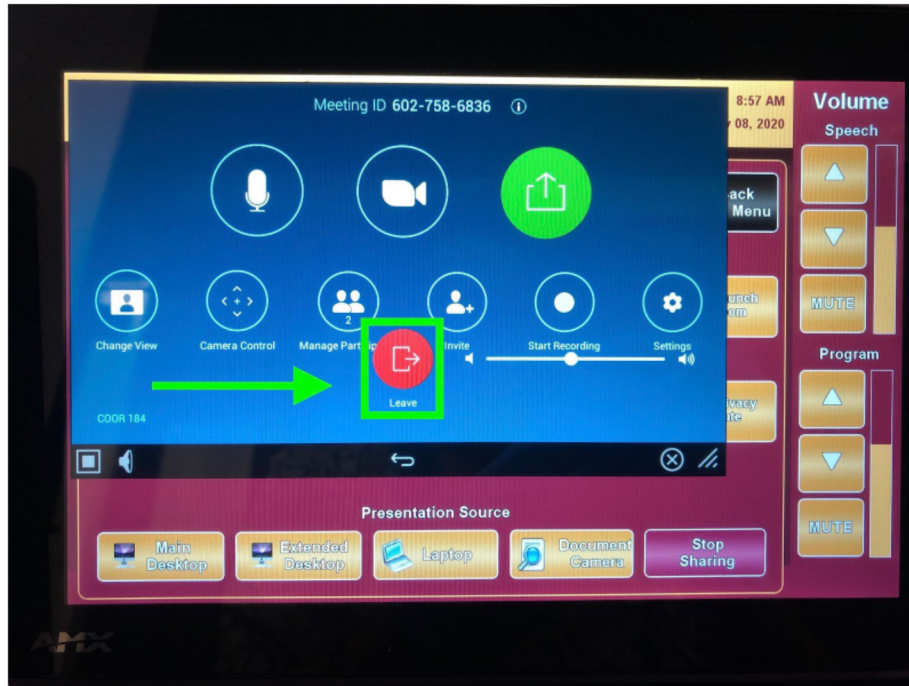
- accommodate students who experienced technical difficulties during the meeting
- allow students to re-watch the lecture
- use the benefits from integrated audio transcript
- archive student presentations or guest lectures

For complete instructions on how to record your session, see our [Zoom recording primer](#).

NOTE: If you are recording the session from the classroom, make sure recordings are set to save to the Zoom cloud.

Ending your Zoom Session:

Press the "Leave" button from the Zoom controls. From here, you will be asked whether you want to leave the meeting or end the Zoom session for all participants if you are the host.



At the end of your classroom session:

- Remember to wipe down the podium, transmitter pack, control panel, keyboard, and mouse with sanitation products available within the classroom
- If you have used the wireless Lavalier microphone, make sure the switch at the top of the transmitter pack is set to "Off"
- Set the wireless transmitter pack in the charging station.

University Classroom Support

Classroom Support is here to provide assistance for all of your instructional technology needs. For in-person assistance with classroom equipment, be sure to call the ASU Experience Center at 1-855-ASU-5082 toll free. For questions, comments or feedback, email us at classroom.support@asu.edu.

Please have your Campus, Building, and Room Number ready when you contact the Experience Center or include that information in your email requests.

Additionally, Remote Classroom Support will be available for the first time to assist with common issues and questions. Please download the Zoom Mobile App from the [Apple App Store](#) or [Google Play](#) and login with your asu.edu credentials. Once inside your classroom, launch the Zoom App and join the posted Room Link for face-to-face support with a live technologist.

Additional Resources:

[Faculty Tech Orientation](#)