



## ASU Sync Type B Zoom Equipped Classroom

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This tutorial is designed to guide you through the steps of initiating and ending a zoom session using the equipment in Type B - Zoom Equipped Classrooms. Type B classrooms feature one HD camera with full pan, tilt, and zoom controls that focus by default on the teaching area. A wireless lavalier microphone is available to enable the instructor to move about the classroom without a loss of audio fidelity for remote participants. You can [view the list of Type B rooms here](#). For information on how to effectively use Zoom to deliver instruction, please see our [website of Zoom teaching resources](#).

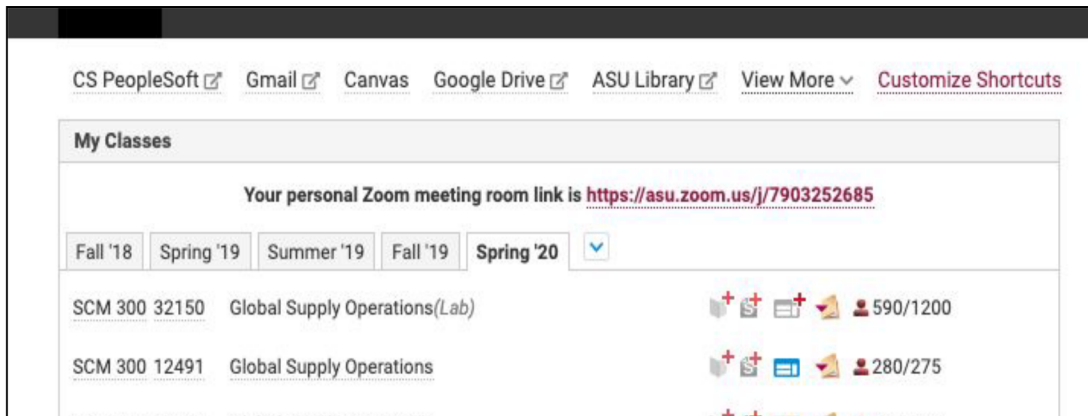
### **Before you use the classroom technology:**

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

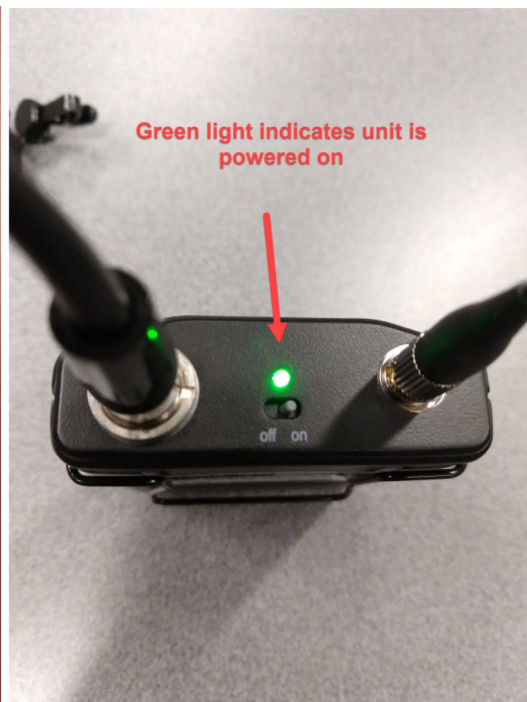
### **Initiating a Zoom session:**

1. Login to the instructor computer with your ASURITE username and password.
2. Open the Zoom application
  - o Windows: Start button > Scroll down to Zoom.
  - o Mac: Open a finder window > Applications > Zoom
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.\*

\*If you would like to use a room other than your personal Zoom meeting room, you will need to schedule that room creation, enter that Zoom meeting ID when you join, and clearly communicate to your students that they will not be using the link in their myASU for your class. Please contact your unit instructional designers or <https://lms.asu.edu/> if you need assistance.



4. The wireless lavalier microphone provided within the room must be used to carry audio over Zoom. The microphone and transmitter pack should 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:

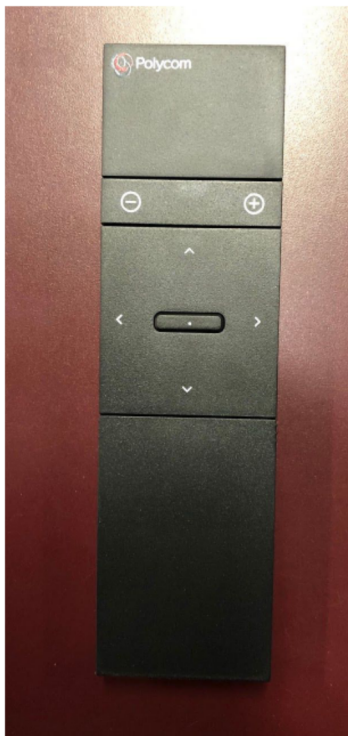
- The ideal placement of the microphone is 3" to 4" away from your mouth, clipped somewhere around your sternum. Please be sure that it is pointing in the direction that you are speaking.
- Make sure the transmitter is turned on. You should see a small on/off switch at the top of the transmitter pack. 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

5. Use the “Polycom” remote control to change the position of the camera which is located in the back of the room. This can be done by the instructor, or a student volunteer.



## 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:

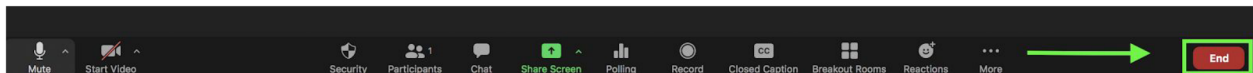
- accommodate students who experienced technical difficulties during the meeting
- allow students to re-watch the lecture
- use the benefits from integrated audio transcript
- archive student presentations or guest lectures

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:

Click “End” on the bottom task bar of the Zoom application window. From here, you can leave the meeting or end the meeting if you are the host.



## At the end of your classroom session:

- Remember to wipe down the podium, transmitter pack, control panel, camera remote control, keyboard, and mouse with sanitation products available within the classroom
- Make sure the switch at the top of the wireless microphone 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](mailto:classroom.support@asu.edu).

Please have your Campus, Building, and classroom number information 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](#)