

Trimodal Room Quick Guide

Setup

There are two touchscreen monitors in this room: One touchscreen monitor is on the podium; the other is on the wall behind the podium. Either can be used for the functions described below.

The large wall-mounted monitors are on a timer from 7am to 10pm and should not be manually powered off.

There is also a document camera on the podium.

To link the Zoom meeting to the course calendar, create the meeting by going to dePaul.zoom.us and sign in with DePaul credentials.

Be sure to create a Zoom meeting, distribute the link to students, and note the meeting ID and passcode before using the Trimodal Room. This will ensure that all students have access to the meeting. Note: When creating a meeting, the passcode can be changed for easier access.

Turn on the Touch Screen Monitor

Tap the monitor that is labeled 'touch screen' to wake up the Zoom computer and view the Zoom menu (shown to the right).



Turn on the Content PC

Move the mouse or tap the keyboard to wake up the content PC.

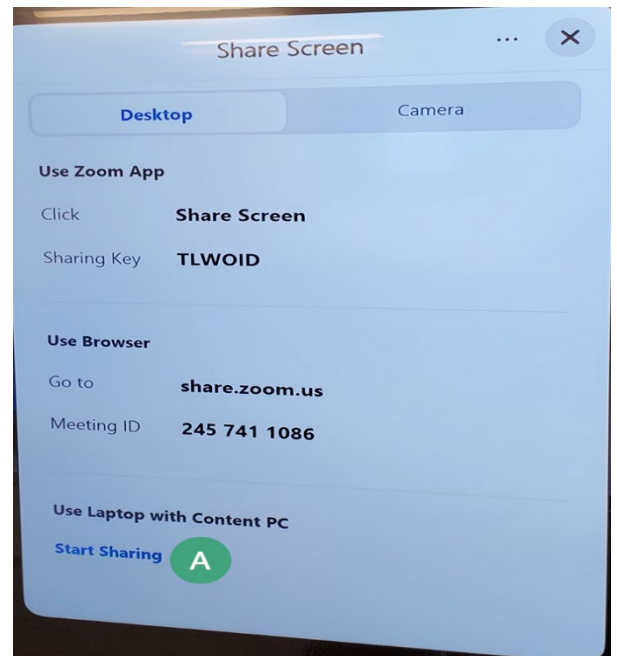
For technical assistance, please call the classroom hotline number: x 2-5900 (312) 362-5900. For your convenience, this number is preset on the phone in the classroom.

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Share Content without Zoom

Desktop Content PC

1. Tap the monitor labeled “Touch Screen” to wake up the Zoom monitor and view the Zoom menu.
2. Move the mouse or tap the keyboard to wake up the content PC.
3. Tap **Share Screen** on the main Zoom menu.
4. Under “Use Laptop with Content PC,” tap **Start Sharing [A]**.
Note: if the PC goes to sleep, the “Start Sharing” option will not display, in its place will be “Plug HDMI cable into device.” This message is misleading as there is no HDMI cable to be plugged in. The PC just needs to be woken up by moving the mouse or tapping the keyboard.
5. Press **Ctrl+Alt+Delete** on the keyboard to log into the content PC and use it as normal.



Laptop/Tablet/Phone

1. Connect the device to WI-FI as this room does not offer a physical cable.
2. Tap **Share Screen** on the podium touchscreen monitor.
3. Select an option for sharing:
 - a. **Use Zoom App:** share screen using the Zoom desktop client.
 - i. Type in the sharing key that displays on the podium touchscreen monitor
 - b. **Use Browser:** share from an external device by navigating to the meeting via share.zoom.us.
 - i. Type in meeting ID on an external device.
 - ii. Tap **Share Screen** from the toolbar menu.
 - iii. Enter meeting passcode and select the window to share.

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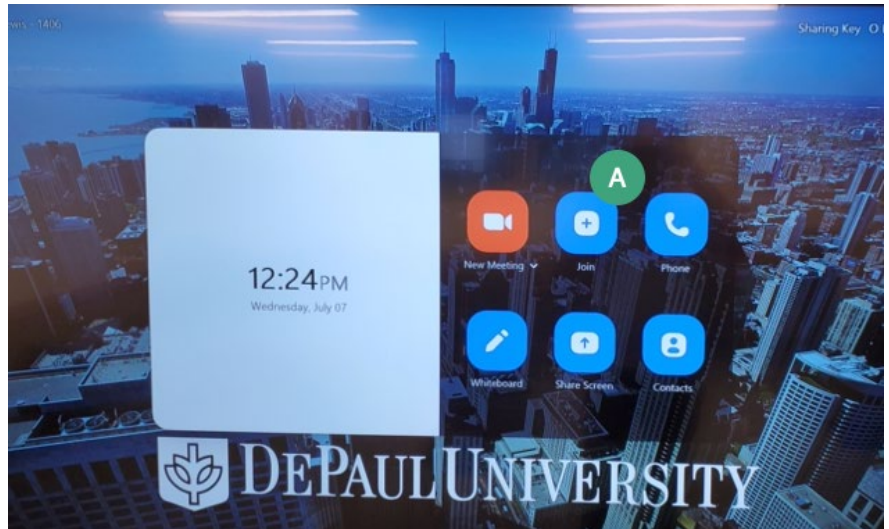
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Start a Meeting

The Meeting ID is needed to start a meeting in a Trimodal Room. If a passcode has been set for the meeting, this will be entered as well.

1. Tap the monitor labeled “Touch screen” to wake up the Zoom computer and view the Zoom menu.
2. Ensure both monitors are on and displaying the Zoom menu.
3. On the touchscreen monitor, tap **Join [A]**.
4. Enter the Meeting ID.
5. Enter the passcode if one was set.
6. The meeting will begin with the Trimodal computer as the host.

Note: The room as the host will have limited capabilities.



Change View

1. Select **View** in the meeting toolbar.
 2. Select one of the following:
 - a. **Gallery View:** Display the students who have accessed the class remotely.
 - b. **Speaker:** Display the remote participant who is currently talking.
 - c. **Content Only:** Display the PC or document camera content being shared.
- Note:** This option will only become available if the option to share content has already been selected.

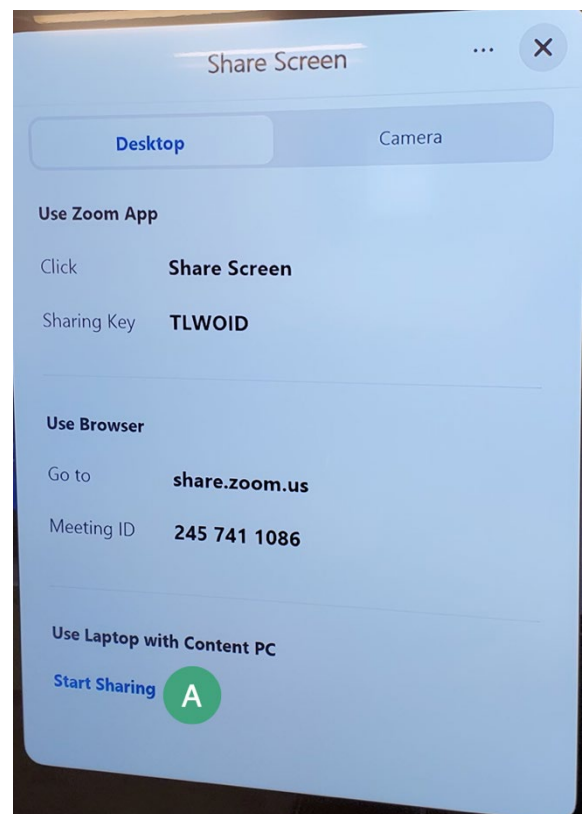
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Share a Screen

1. Select **Share Screen** on the meeting toolbar.
2. Select an option for sharing:
 - a. **Use Zoom App:** share from an external device using the Zoom desktop client.
 - i. Connect the device to WI-FI as this room does not offer a physical cable.
 - ii. Type in the sharing key that displays on the podium touchscreen monitor.
 - b. **Use Browser:** share from an external device by navigating to the meeting via share.zoom.us.
 - i. Type in meeting ID on an external device.
 - ii. Tap **Share Screen** from the toolbar menu.
 - iii. Enter meeting passcode and select the window to share.
 - c. **Use laptop with Content PC:** display documents, files, web pages, etc. from the desktop PC.
 - i. Tap **Start Sharing [A]**.

Note: if the PC goes to sleep, the "Start Sharing" option will not display, in its place will be "Plug HDMI cable into device." This message is misleading as there is no HDMI cable to be plugged in. The PC just needs to be woken up by moving the mouse or tapping the keyboard.
 - ii. Press **Ctrl+Alt+Delete** on the keyboard to log in and use PC as normal.
 - iii. To have a student share, select **Advanced Sharing Options**. Then, under "Who Can Share?" select **All Participants**.



Use the Document Camera

1. Slide the power button on and lift the armature up.
2. Select the green **Share Screen** on the Zoom meeting toolbar.
3. Select **Start Sharing**
4. When finished, slide the power button into the off position. Image will default back to the content PC if that was displayed previously.

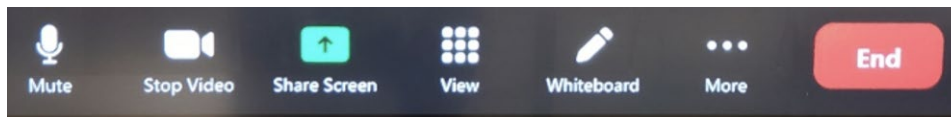
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Use a Whiteboard

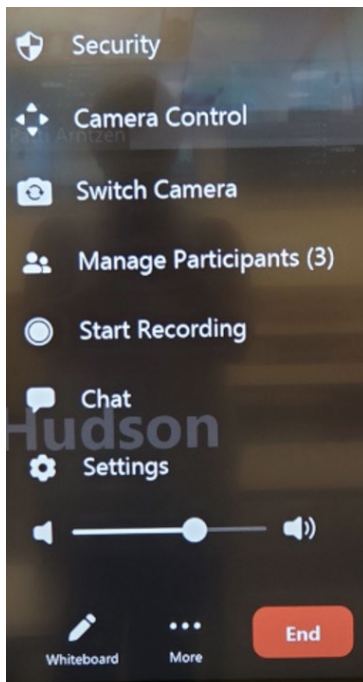
Note: Please use a capacitive stylus on the whiteboard.

1. Select **Whiteboard** on the meeting toolbar.
2. For accessibility, it is recommended to change the background of the whiteboard to black by selecting the **moon icon** [A] (shown to the right).
3. Use the touchscreen monitor to draw or write on the whiteboard.
4. To close the whiteboard, select **Close** [B].
5. An option to send the whiteboard will open. Skip this or enter an email address to save.



Additional Controls

Other features can be accessed by selecting the **ellipsis (More)** on the meeting toolbar.



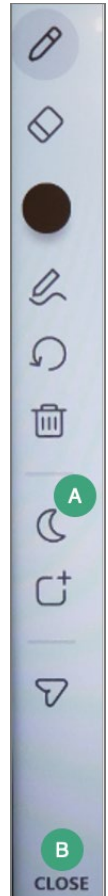
Change Back of Room Camera Settings

1. Select **More**.
2. Select **Camera Control**.
3. Choose from 3 preset options.
4. Use the **+ and - buttons** to further adjust zoom in and out.
5. Use the **arrows** to pan the camera in different directions.

Record the Meeting

1. Select **More**.
2. Select **Start Recording**.
3. To end the recording, select **Stop Recording**.
4. The recording link will be sent to the email of the host that scheduled the meeting.

Note: Courses with a flex designation will automatically be recorded via Panopto and will be scheduled in a Trimodal Room.



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