# Studio Classroom Quick Reference Guide

- You will want to first tap the touch panel located at or near the podium to wake it up.
- When asked about projector, select **No (Projector Not Needed For Studio Use).**
- Select **PC computer** as your source. If using your laptop, select **Laptop** as your source. You will connect your laptop via the HDMI and USB cables.
- **IMPORTANT: if you are using the PC computer, you must log into it next before you select anything further on the touch panel.** (We recommend NetID and password)
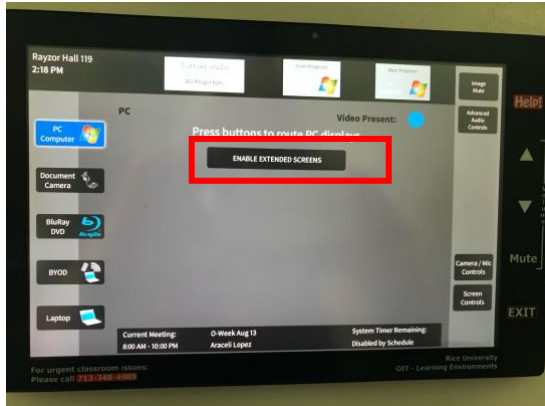

Once you have logged on, if you are using the PC computer, press **Enable Extended Screens** on the touch panel. If you are using your laptop, skip this step.

- On the PC or your laptop, login into Zoom either through the Zoom icon on the desktop or through your Canvas course.
- If you login to Zoom through the app, make sure to login via SSO.
- Launch your meeting for your class.
- As participants enter the Zoom meeting, they will appear on the lower and upper monitor on the PC or the lower monitor and your laptop monitor if using your laptop. You will be able to see the gallery view of your students.
- If you plan to show PowerPoint, launch it (if you already haven't) and then **Share Screen** from within Zoom and select **Screen 1**. To have your gallery view of the students appear on the other monitor, you will want to drag this window over or up. That will leave your other monitor with the controls for showing PowerPoint or files, etc.

If you wish to use the document camera, click **Share Screen**, select the **Advanced** tab, and then **Content from 2nd Camera**. **Important:** to toggle between the camera feeds, click the Switch Camera icon in the upper left of the screen.
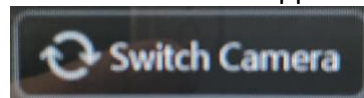
When you are finished, please click the **Log Off PC** button if you were using it. This will make sure that settings for the monitors, etc. are preserved for the next