

This is a basic guide to illustrate the Zoom capable classroom. Campus classrooms have been equipped with a document camera and departments/faculty will be given a wireless microphone to use in the classroom.



If possible, arrive 10-15 minutes early to the classroom to login to the computer station, sync the mic, and test the audio and camera.

Prior to class start:

Login to the desktop computer with your StarID and password

Start the Crestron projector (touch to begin)

Launch Chrome (you may need to search for Chrome if it is not pinned to the task bar)

Go to <https://minnstate.zoom.us/>



Sign in to Zoom – this will **authenticate** you as the host of your class session.

Sign on with your StarID

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Sign onto Zoom

StarID

Password

Sign on

[Reset password](#)

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



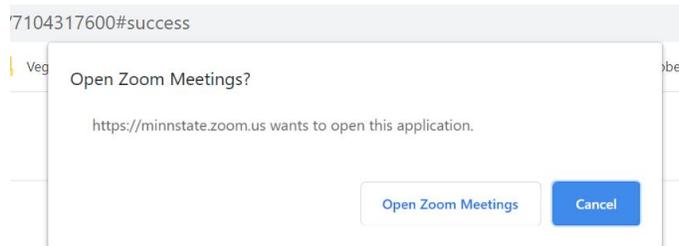
Under Host A Meeting – you will see options for: video on, video off, screen sharing only. Choose the video on option.

If you have already scheduled your class sessions, you will see them listed, and you can choose to **Start** your class session:

Start Time ▾	Topic ▾	Meeting ID	
Tomorrow (Recurring) 10:30 AM	GA Updates - Meeting ⓘ	938 9931 2477	 Start Delete
Thu, Jul 30 (Recurring) 11:00 AM	1-1 Meeting ⓘ	914 0071 7584	Start Delete
Fri, Jul 31 (Recurring) 03:00 PM	MBA 690/HBS 211 Meeting ⓘ	980 1611 8331	Start Delete

Zoom is not installed on the computer desktop.

You will be prompted to download and run Zoom (executable file). Next, you will be prompted to open the Zoom Meeting:



The Zoom session will open. The document camera is on.

Now, you will want to sync the microphone to the Base station (Channel 1)



Syncing the wireless microphone:

The process works best if the microphone is turned off.

Hold the button on the mic for 10 seconds until the light turns solid red (ignore all the red/green flashing). Count to 10 – the mic is now turned off.

Next, hold the button for **Channel 1** on the Base station for 7 seconds- Count to 7. Channel 1 button will turn red (Channel 2 is not connected)

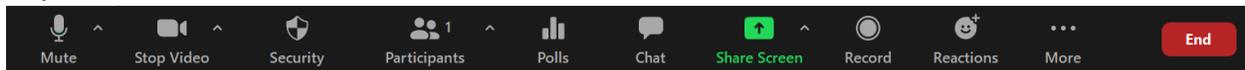
Push the button on the mic again for 7 seconds- count to 7. Mic will turn to flashing red (mic is now ready but it is muted)

When ready to speak, click the mic button once to unmute.

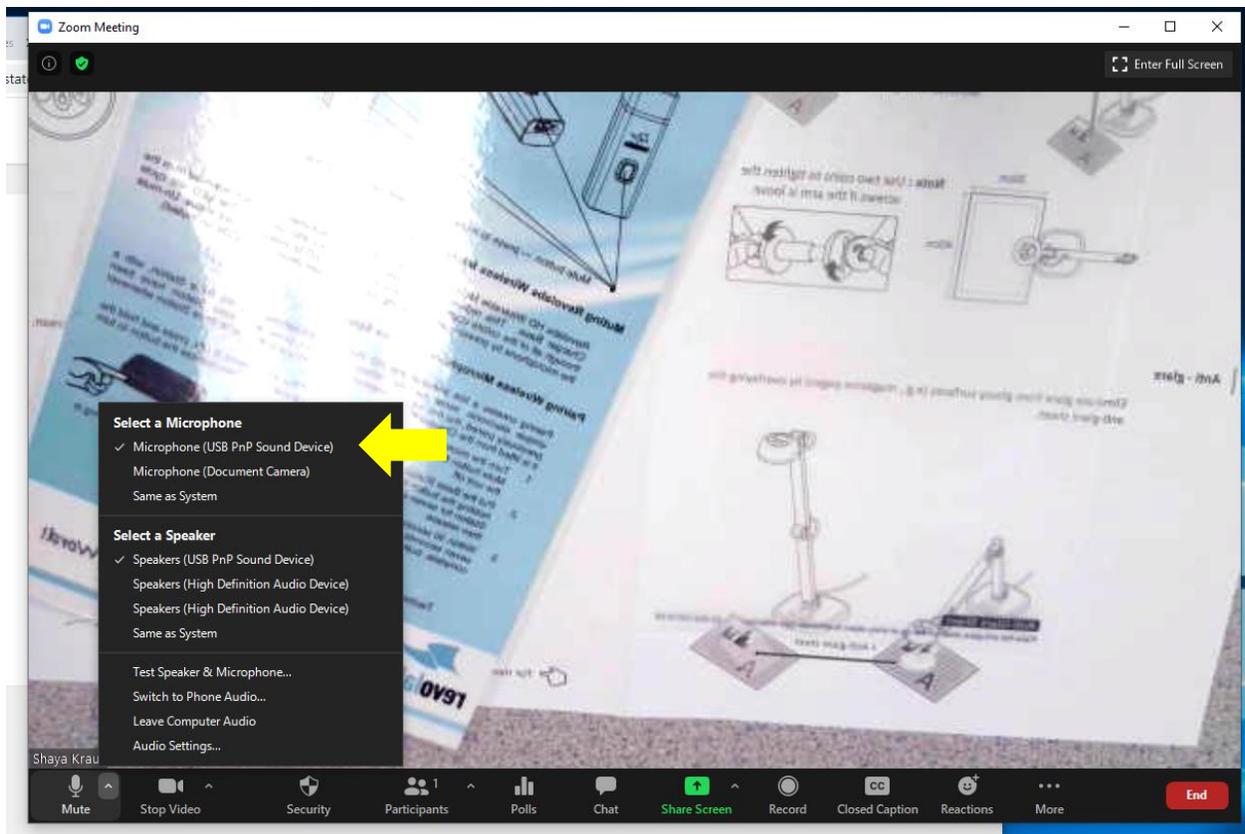
****Syncing the mic will take the most time. If it does not work on the first try, do the steps again.**

Test Audio and Speakers

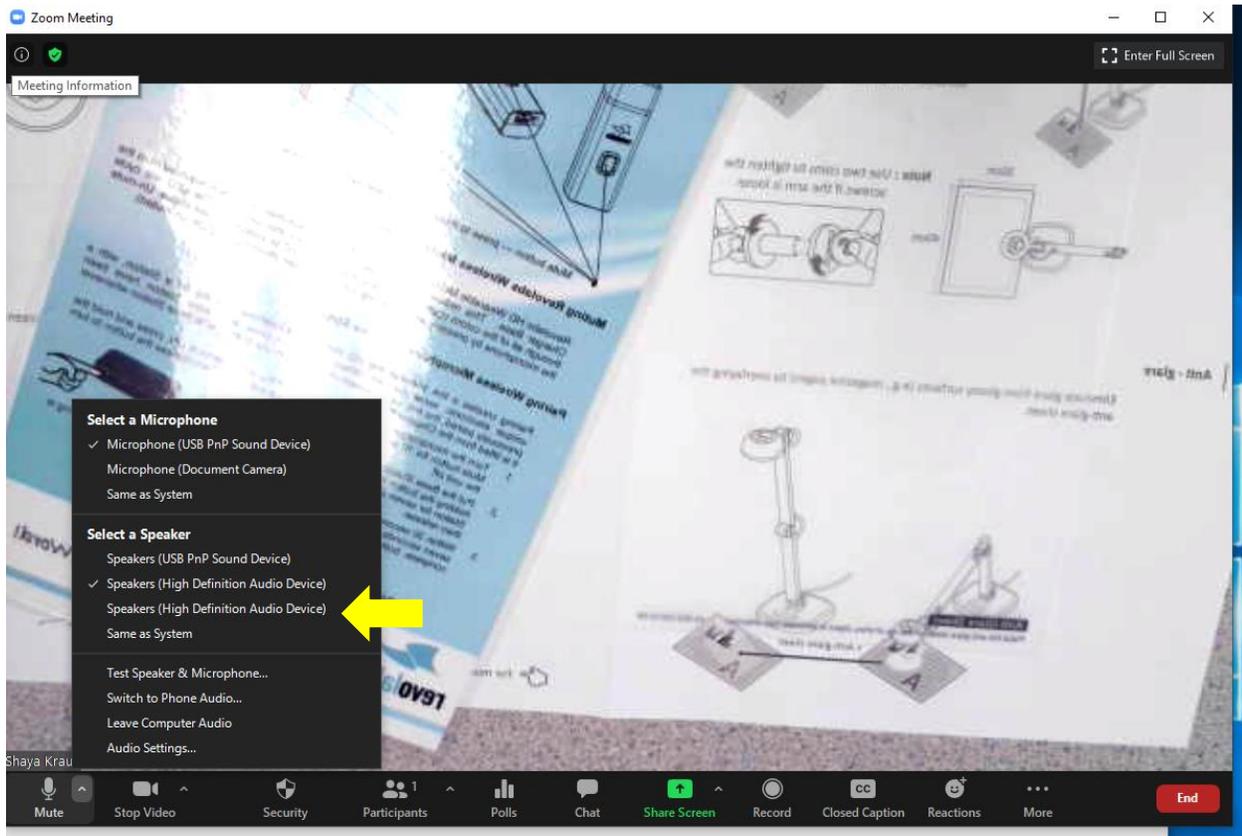
Click on the Microphone Icon to test the audio and speakers.



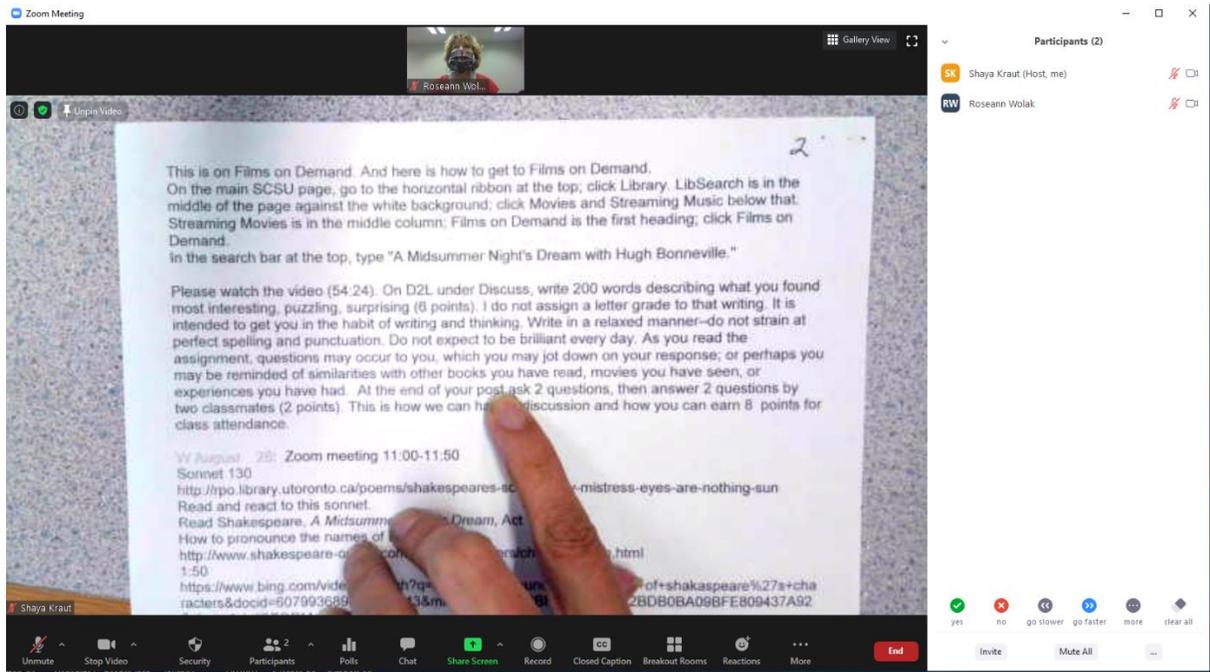
You may need to Select a Mic- Select USB PnP Sound Device



You may need to Select the Speaker

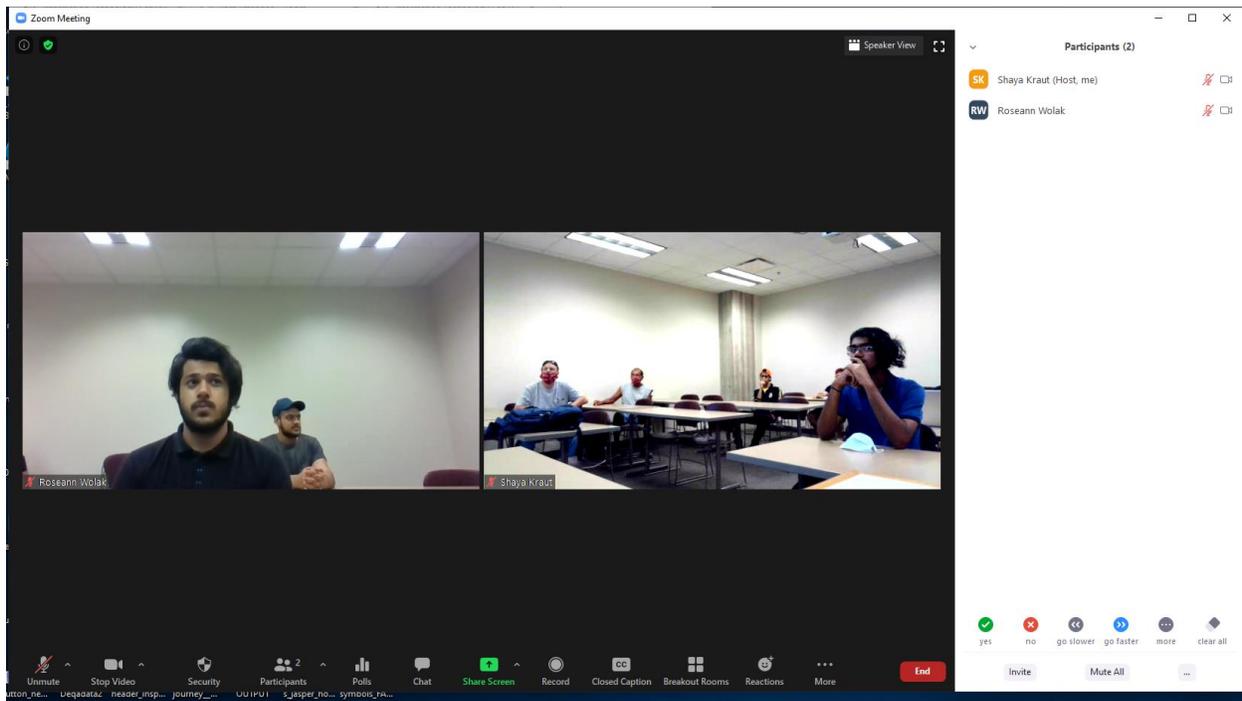


If you are using the document camera to show course materials/lecture notes:

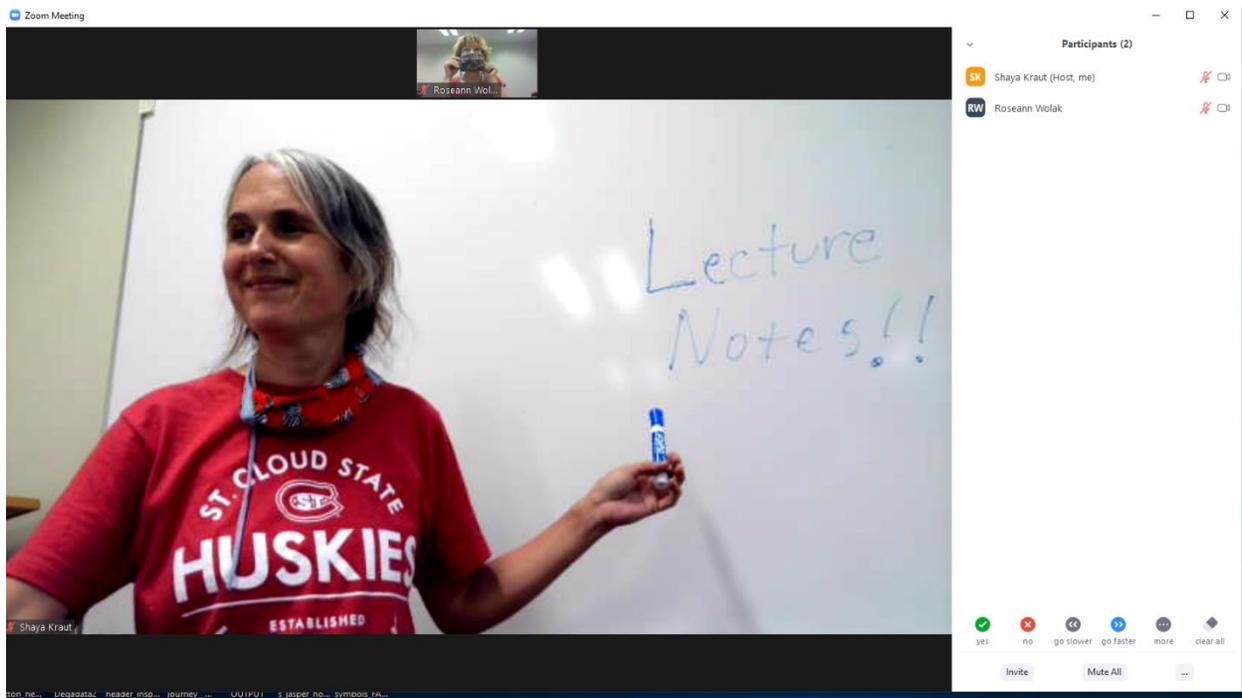


In settings, you may need to deselect the Mirror image option.

If you are using the document camera to show the students in the classroom:



If you are using the document camera to show the classroom white board:



**Blue and green markers show text better than a black marker.

If you are sharing your screen in Zoom:

My Strengths and How I Use Them

Signature Themes	Description/Definition	Empowers Me to Do	When/Where I Recently Used This Strength
1)			
2)			

