

SETUP PITT LAW CLASSROOM

The following information will assist you in setting up classroom technology and connecting to your Zoom meeting for each in-person class session.

Turning on the Room

Each room has a media cabinet or a closet door near the podium containing the equipment.

- **Rooms 107 and 109:** media cabinet to the left or right respectively
- **Rooms 111 and 113:** media closet to the left or right respectively
- **Rooms G12 and G20:** media system built into the podium
- **Room G46:** Smart screen and media cabinet in the left corner
- **Courtroom (Room G26):** is a member of the [Flex@Pitt Technology](#). See [documentation](#).

Room G46 has a SmartTV. Turn on with buttons on the side. If necessary, a computer is in the media cabinet on the left. There are also batteries and a spare keyboard/mouse in the event the wireless keyboard/mouse stops working. Please keep your cell phone away from both the computer and the wireless keyboard/mouse.

All other rooms have an Extron plate with an On/Off button and the ability to switch input similar to the photo.

- **On:** Turns projector on
 - If your class is longer than two hours, please turn the projector on about two hours into your presentation.
 - If the projector is on when you enter the room, press the On button to reset the shutdown timer.
- **Off:** Shuts down the projector. The projector needs approximately two minutes to cool down before it can be turned on again.
- **Display Mute:** Shuts off the projector's image without powering down the projector.
- **Display Unmute:** Reverses Display Mute.
- **Volume:** Controls the volume (note: It will spin either direction endlessly).
- **Additional Buttons:** Choose input. Select PC or Desktop to use the room's computer.



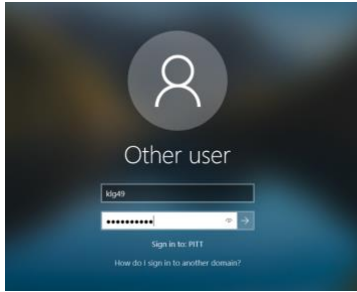
Every room has a computer. In most rooms, the computer is in the middle of the media cabinet below the Extron panel (pictured above). In rooms G12 and G20, the computer is inside of the podium. In room G46, it is in the cabinet on the wall in the left corner.

Log on to Computer

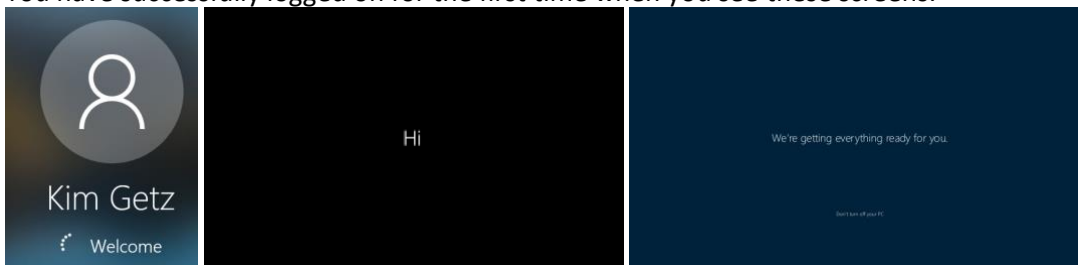
You **must have your Pitt username and password** to log on to the computer. If you do not know this information, you must contact the Help Desk for assistance before coming to the classroom.

Please allow extra time to set up your first time using the room. The first login takes longer to create.

1. To use the room's wireless keyboard and mouse, please enter your Pitt username and password.



2. Click the arrow at the end of the password box to log on.
3. You have successfully logged on for the first time when you see these screens:



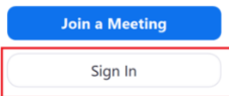
Hosting Your Meeting

1. In the classroom, open the Zoom app from the desktop.

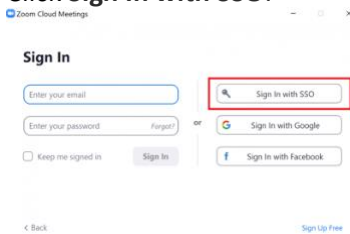


2. Click on click **Sign In**.





3. Click **Sign In with SSO**.



4. In **Company Domain**, enter **pitt** (full domain reads pitt.zoom.us) and click **Continue**.

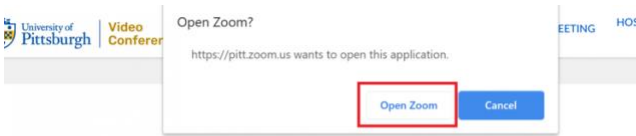
Sign In with SSO

Company Domain
pitt .zoom.us

[I do not know the company domain](#)

Continue

5. 4. If prompted, click **Open Zoom** to launch the desktop client.

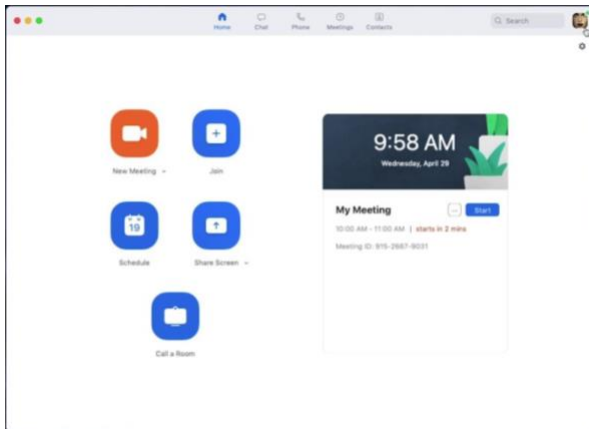


Sign In with SSO

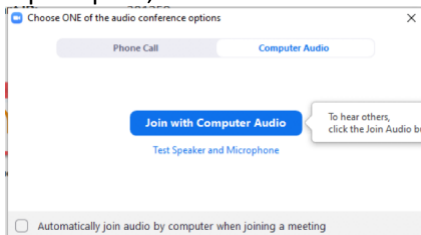
Zoom should launch in a few seconds. If not, please click button below.

Launch Zoom

6. To begin your meeting, click the **Start** button beside the meeting name.



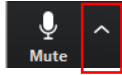
7. If prompted, click on **Join with Computer Audio**.



8. Once you enter your meeting room, you will find the following controls at the bottom of your screen:

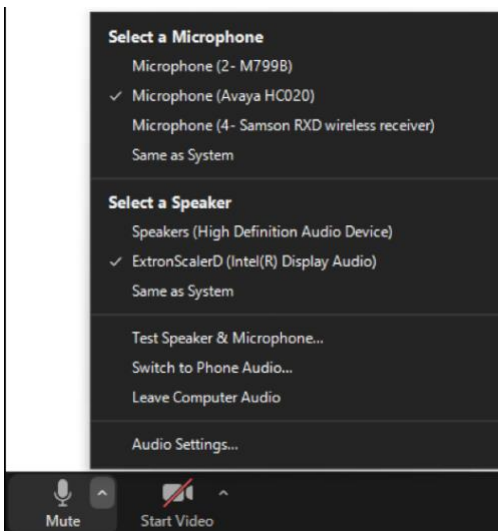


9. Click on the up arrow beside Mute.



10. Ensure the following options are selected. If not, click on the appropriate one:

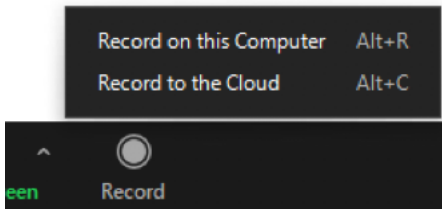
- a. Microphone: **Microphone (2-M799B)**
- b. Speaker: **ExtronScalerD (Intel® Display Audio)**



11. Turn on your video by clicking on **Start Video**.



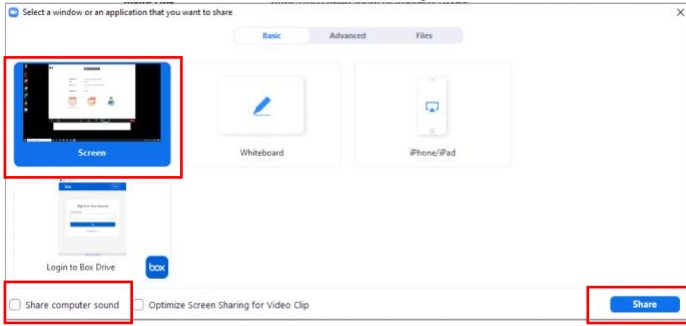
12. Next, click on **Record** and then **Record to the Cloud**.



13. If you are using a PowerPoint or want to show other resources, select **Share Screen**.



14. Choose **Screen**, click on **Share computer sound**, and click **Share**.



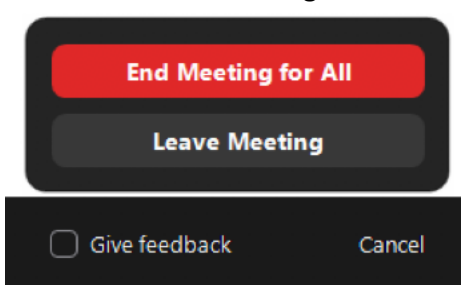
At the End of Class

Please ensure you complete these steps at the end of class. This releases the use of the camera and microphone for the next user.

1. When you are finished teaching, click on **End Meeting**.



2. Then choose **End Meeting for All**.



3. Log off the computer and turn off your projector.