



# Mini-Global Classroom (CFCE 116)

## Technology Orientation Package – Mac Users

The Centre for Teaching and Learning

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### Document Topics

[Mini-Global Classroom Guide](#)

[Before Class](#)

[In the Classroom](#)

- [Configuring Audio and Video Settings MS Teams Synchronous Platform](#)
- [Configuring Audio and Video Settings for Zoom Synchronous Platform](#)

[During Class](#)

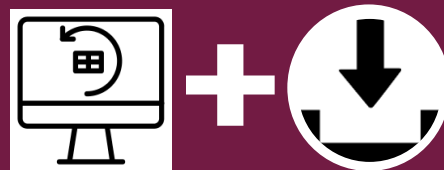
[Prior to Leaving the Classroom](#)

## STEP 1

### Before Class

1. Identify your Operating System.
2. Verify your connection port.
3. Install the Display Driver.

SEE PAGES 3 – 6 FOR FURTHER INFORMATION



## STEP 2

### In the Classroom

1. Turn on system at the podium
2. Select distance learning, then Skype for Lectern Laptop
3. Log onto your laptop.
4. Plug in the USB or USB – C Connector to your laptop.
5. Disregard (close) the message that appears on the touchpad

SEE PAGE 7 - 8 FOR FURTHER INFORMATION



## STEP 3

### In the Classroom - Configure your Settings

1. Configure your display settings using both the touchpad and the laptop display settings
2. Configure your device audio – speakers (output) USB Audio, microphone (input) Extron MediaPort 200.
3. Choose a synchronous platform: MS Teams or Zoom and Select Correct Audio and Video
  - Zoom →
    - Start your meeting & select the audio and video icons to change source.
    - Select “USB Audio” and “Extron MediaPort 200”.
  - Teams →
    - Select the more options (3 dots) located at the top right-hand corner of your Teams window (beside Durham College).
    - Select settings > Devices.
    - Choose “USB Audio”, “Extron MediaPort 200” for speaker and microphone, and “Extron MediaPort 200” for camera setting.

SEE PAGES 8 – 15 FOR FURTHER INFORMATION

## STEP 4

### During the Class

1. Start your meeting.
2. Drag your Zoom or Teams application to your desired screen.
3. Use the touchpad to select a camera. Use the joy stick to pan the camera and zoom in or out (some presets are saved for ease of use)

SEE PAGE 15 - 16 FOR FURTHER DEATILS

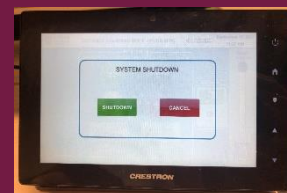


## STEP 5

### After the Class

1. After your lesson, unplug the USB or USB C cable.
2. Turn off the podium system from the touchpad.

SEE PAGE 17 FOR FURTHER DETAILS



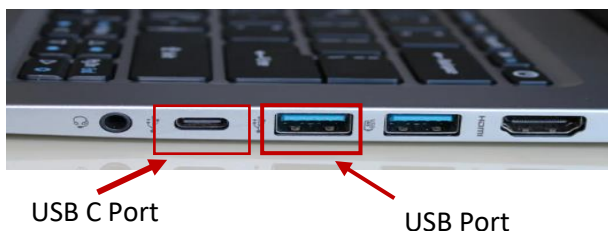
# Before Class

## 1. Identify your operating system.

- a) (1) Click on the Apple in the top right of the desktop (2) select “About this Mac” and (3) note the Operating System version (you will need this later on).

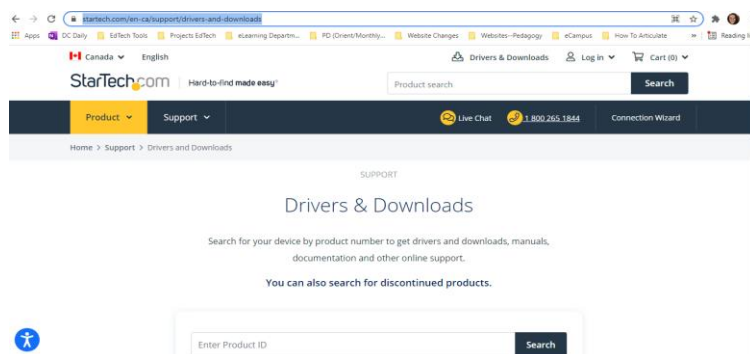


## 2. Ensure that you have either a USB port or USB C port on your laptop.



## 3. Download the Display drive for the flex delivery equipment.

- a) Navigate to the following website: <https://www.startech.com/en-ca/support/drivers-and-downloads>



b) Enter the following product ID and click search afterwards: DK30A2DH

## Drivers & Downloads

Search for your device by product number to get drivers and downloads, manuals, documentation and other online support.

You can also search for discontinued products.

Where do I find the Product ID?

c) Choose the correct driver for your system.

[Overview](#)
[Technical Specifications](#)
[Accessories](#)
[Drivers/Downloads](#)
[Product Support](#)

### Drivers/Downloads

Driver(s):

[\[displaylink\]\\_ubuntu\\_usb\\_display\\_adapter.zip](#)

Ubuntu 18.04, 19.04 20.04: 5.4.0  
Language: EN

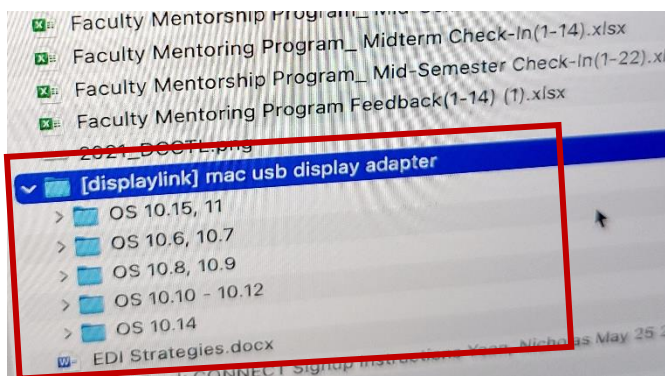
[\[displaylink\] windows usb display adapter.zip](#)

Version: 10.1 M1  
Language: EN

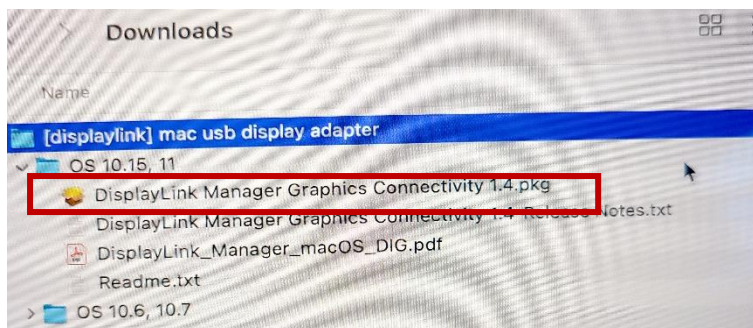
[\[displaylink\] mac usb display adapter.zip](#) ← **For MAC Users**

Version: 10.15, 11 App 1.4  
10.14 Software 5.2.5  
10.11 to 10.12 Software 4.3.1

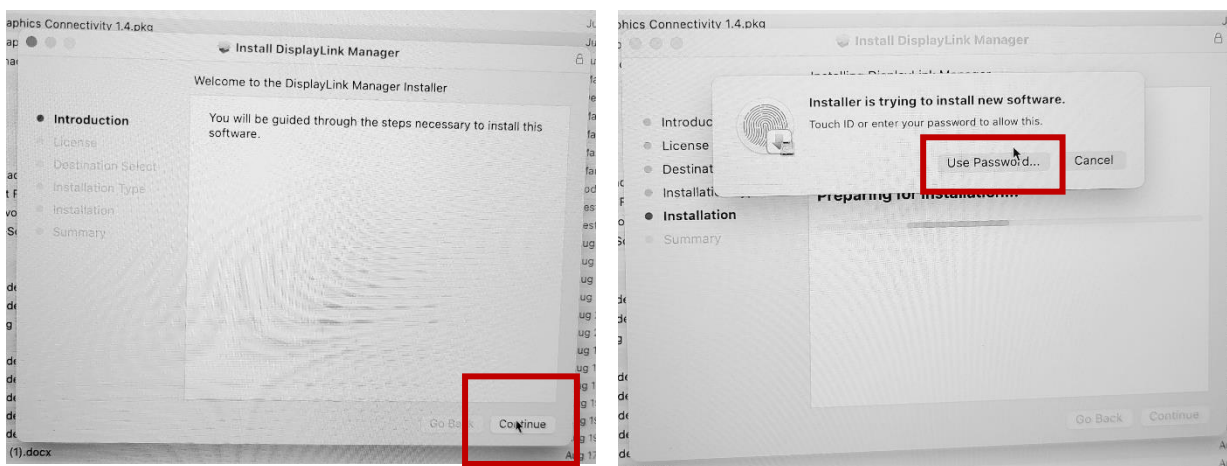
d) The zipped folder will download. Go to your downloads folder and select the version of the Mac that matches your operating system.



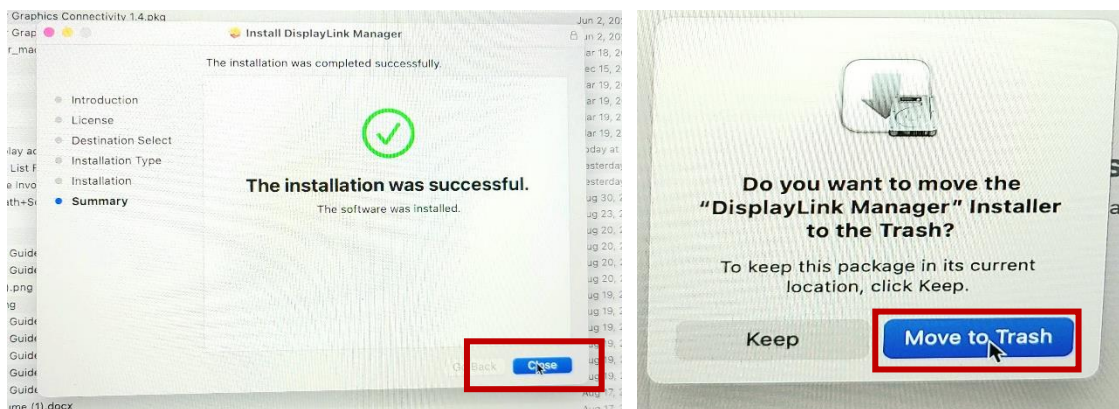
- e) Once you have selected the correct Operating System and opened the folder, select the DisplayLink Manager Graphics Connectivity 1.4.pkg to install the driver.



- f) As the driver is installing click continue. As the installation ends, you will be prompted to put in your password to complete the installation



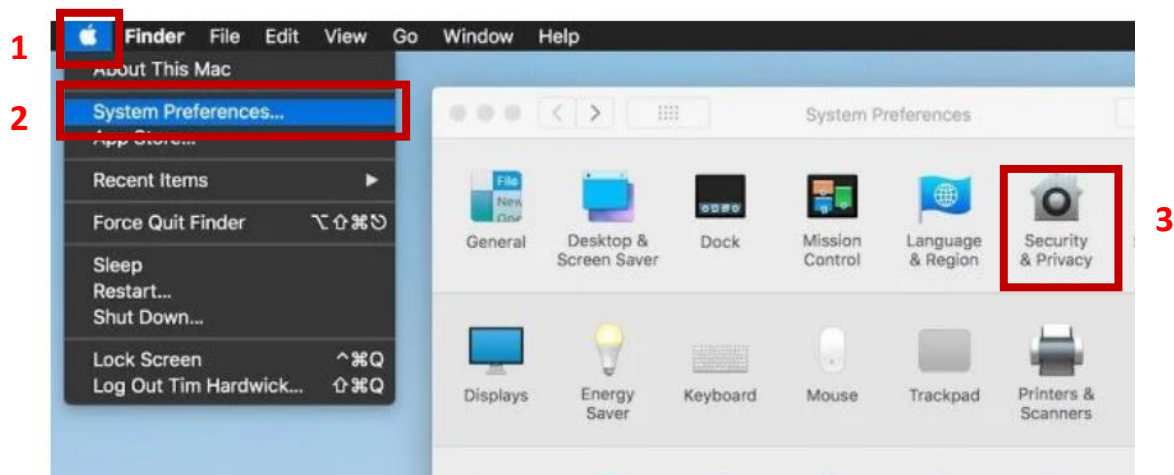
- g) Once the installation is successful, you will be asked if you would like the installation files to be moved to the trash. Select move to trash.



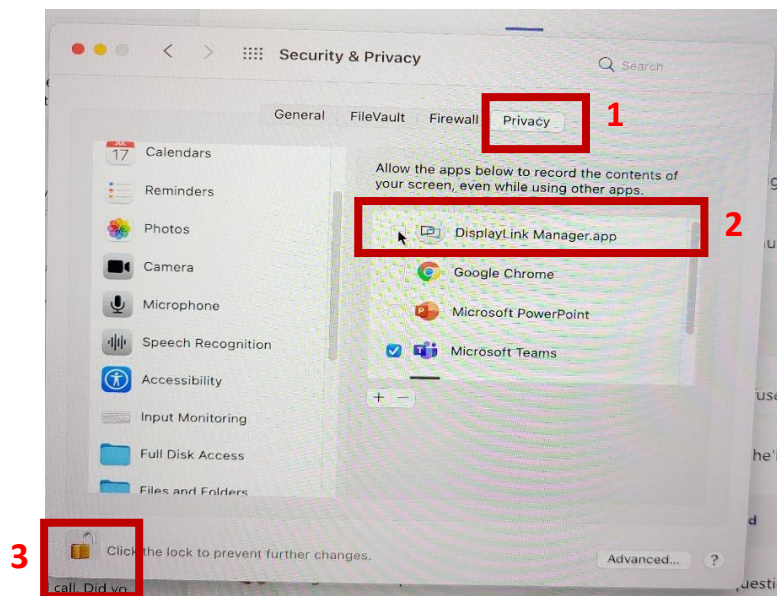
- h) Reboot/Restart your computer.



- i) Depending on your OS, you will either need to “unlock” the DisplayLink Manager.app (experienced on Big Sur OS) or simply plug your laptop into the flexible system in the classroom (experienced on Mojavi).
- To “unlock” the DisplayLink Manager.app: Once your computer has restarted, select the (1) Apple menu and choose (2) system preferences. Navigate to the (3) security and privacy option.

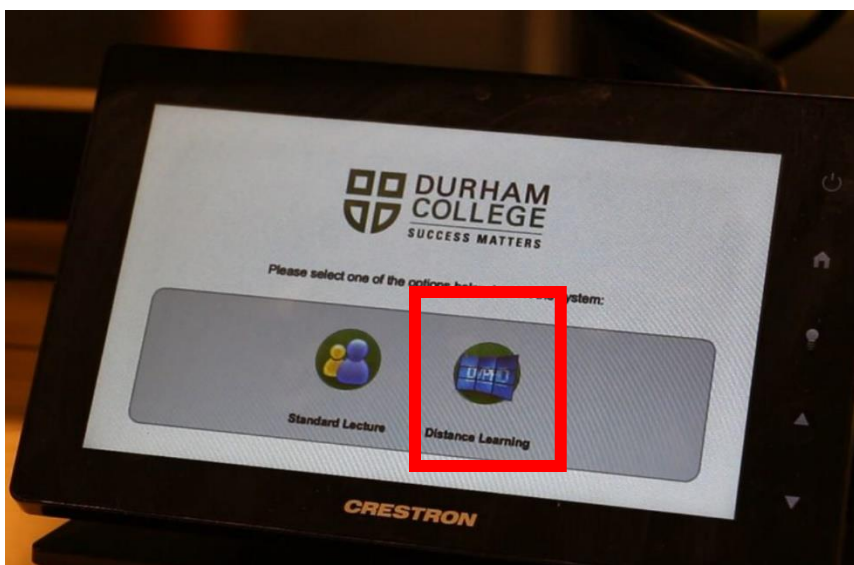


- In the (1) privacy tab, scroll to screen recordings. (2) The DisplayLink Manager. App will be greyed out. (3) Click the lock icon at the bottom left-hand side of the screen to unlock the app.

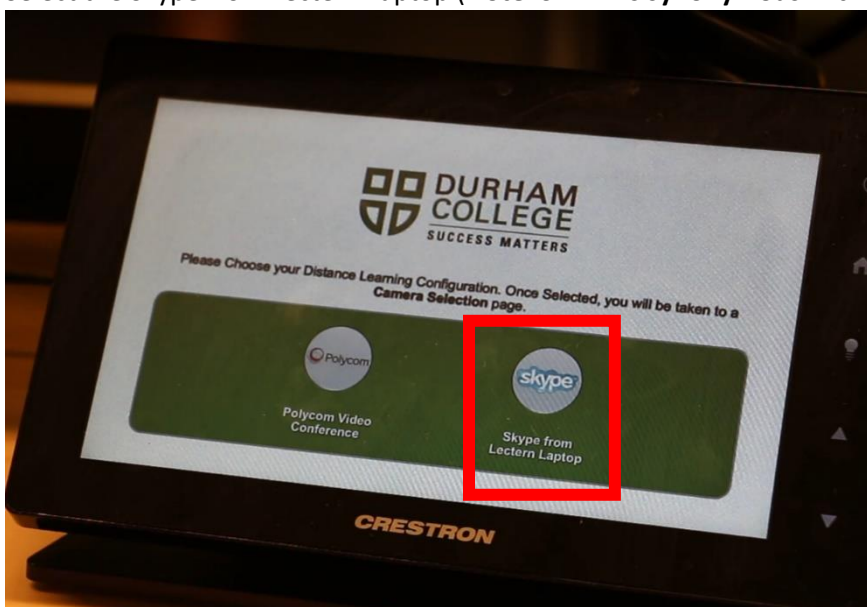


# In the Classroom

1. Turn on the system (monitors around the room) with the keypad
  - a) Select Distance Learning Option on the touchpad



- b) Select the Skype from Lectern Laptop (**Note: SKYPE is synonymous with Flexible in this situation**)



2. Log onto your laptop.

3. Connect either the USB or the USB C (if you have both ports, select the USB C connector).

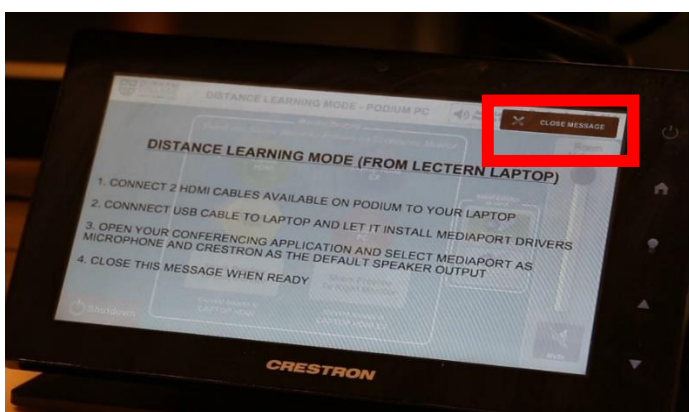


**USB C  
Connector  
available  
at the  
podium**

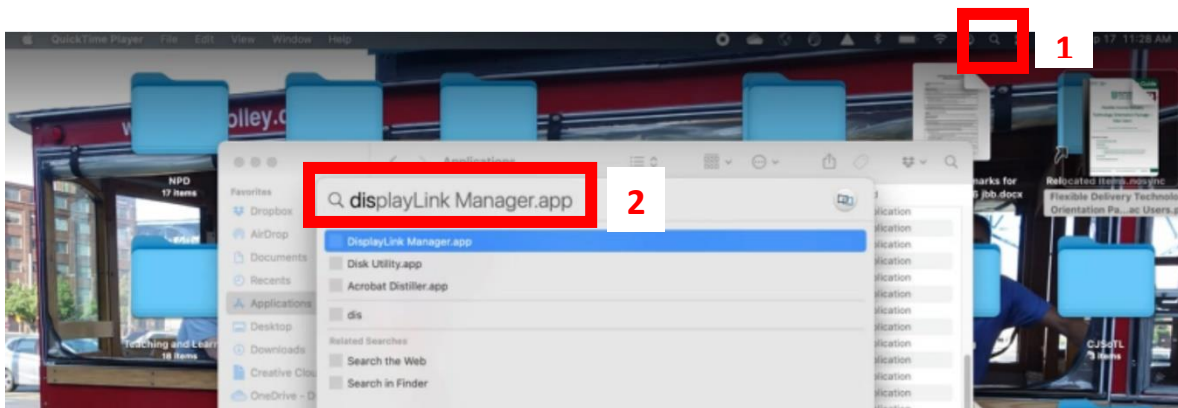


**USB C to  
USB  
Connector  
available  
at the  
podium**

4. Disregard the message which appears (Select Close Message)

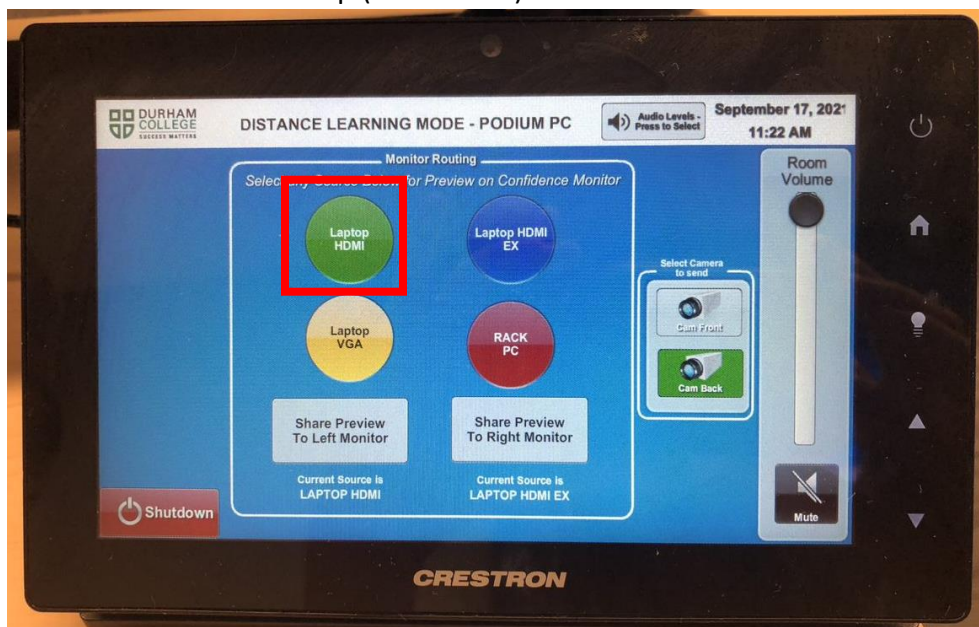


5. If the system does not recognize your laptop, you may need to manually enable the DisplayLink Manager App. Use the (1) Finder Tool and search for (2) DisplayLink Manager App. Run this application

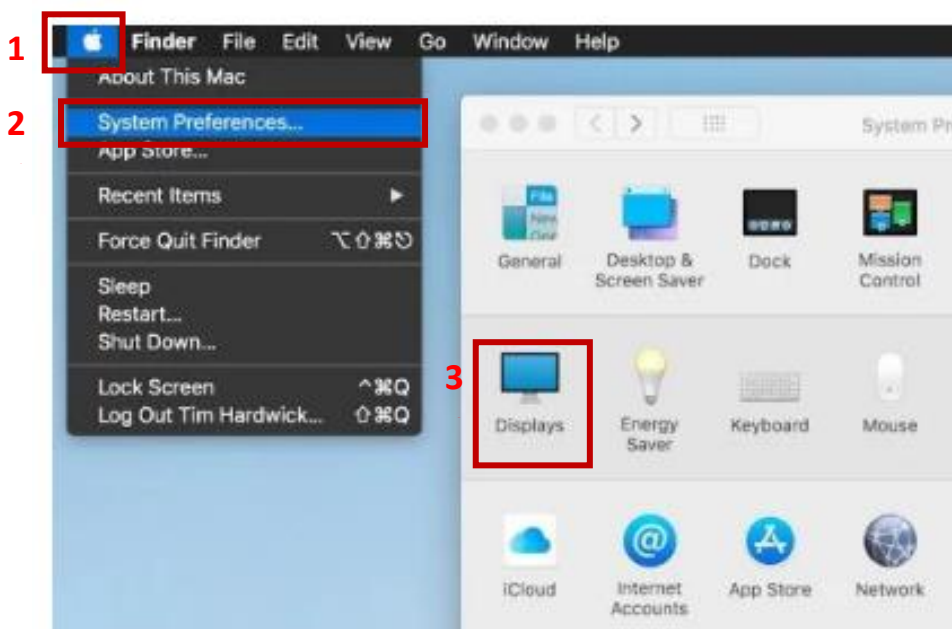




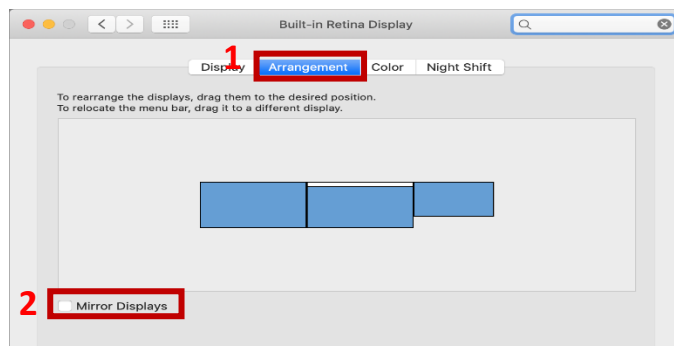
6. Once the system recognizes your laptop, select the Laptop HDMI on the touchpad (if needed) to ensure that the desktop (confidence) monitor is enabled.



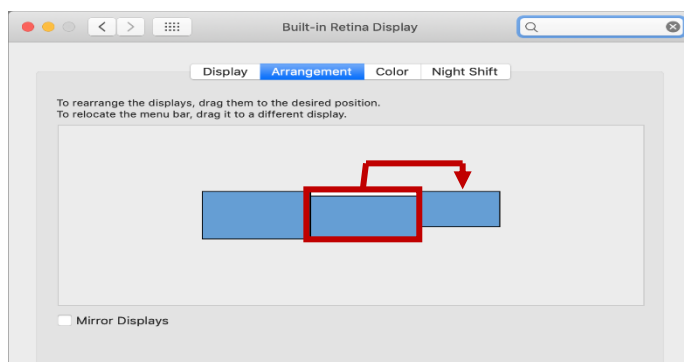
7. You may need to configure your laptop and desktop displays so that your laptop mirrors the Logitech flat panel at the back of the room, and the desktop mirrors the screen/flat panel at the front of the room.
  - a) Click on the (1) Apple Menu and select (2) system preferences. Navigate to (3) Displays.



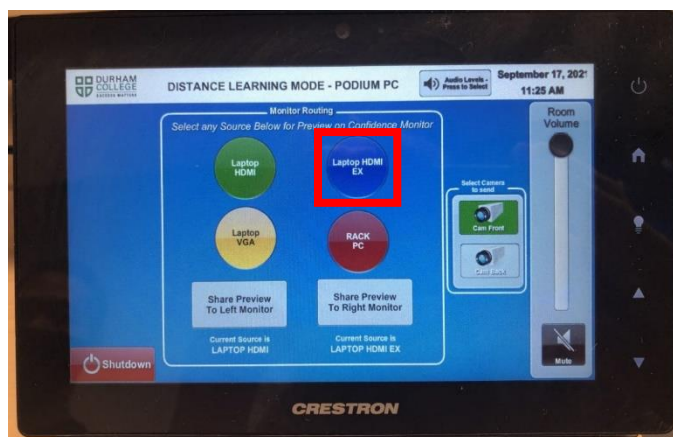
- b) (1) Select arrangement. (2) Ensure Mirror display is not selected. Identify which screen each rectangle corresponds to (by clicking each screen which results in a red outline showing up on the selected screen). Make note of which represents the laptop, which represents the desktop (confidence) monitor, and which represents the screens at the front.



- c) Drag the laptop screen onto the desktop (confidence) monitor by pressing and holding the Option key and dragging.

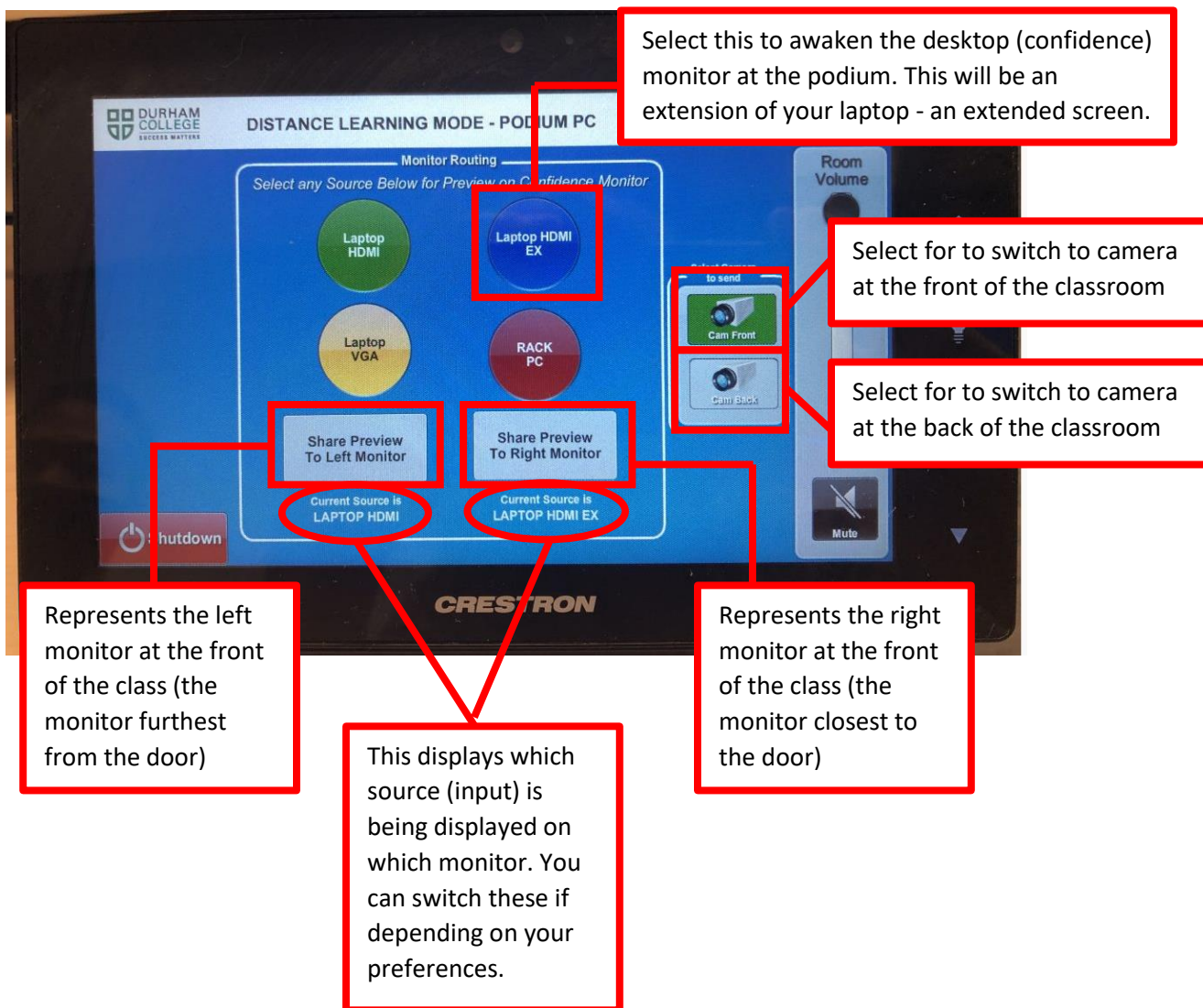


- d) Then select Laptop HDMI Ex. option on the touchpad so that the desktop (confidence) monitor becomes an extension of your laptop.

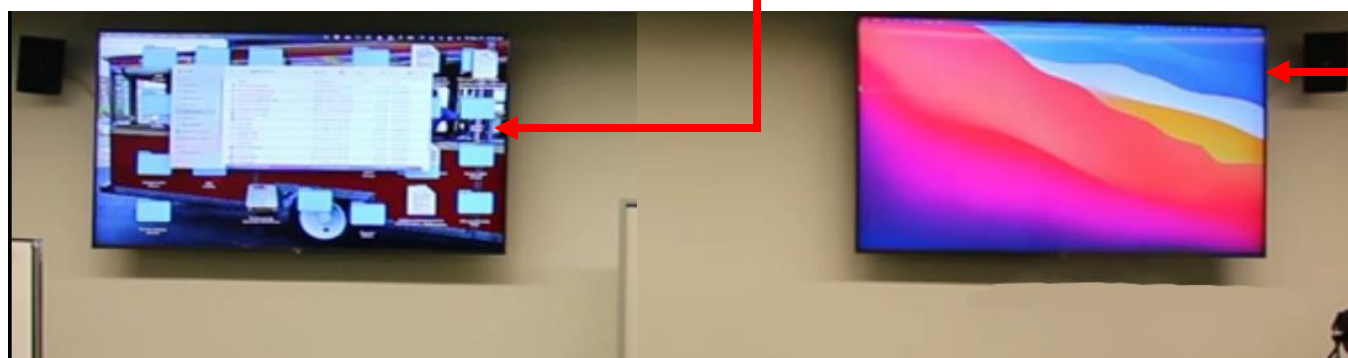
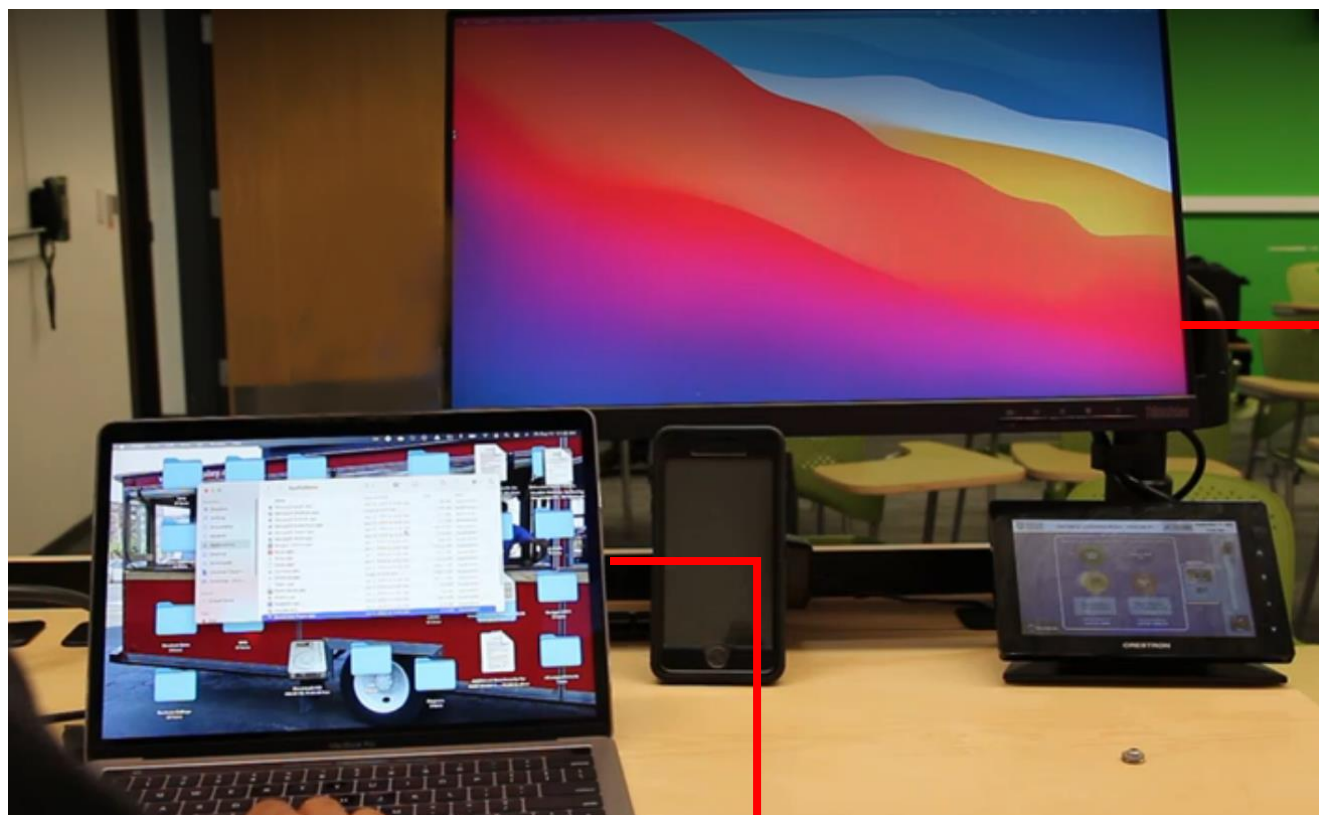


8. Using the Touchpad to customize your displays and utilize the two cameras within the room:

### Touchpad Orientation:



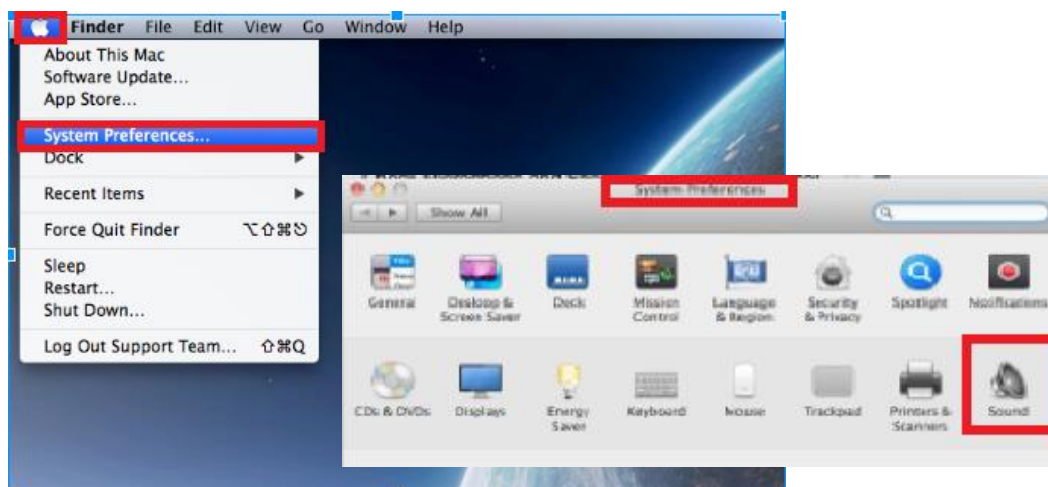
Your Laptop and Desktop (Confidence) Monitor will look like the following. During your synchronous session we recommend sharing the desktop (confidence) monitor screen, and then dragging any application, that you would like to share, to this monitor.



Your laptop reflects one screen and the desktop (confidence) monitor reflects the other screen.



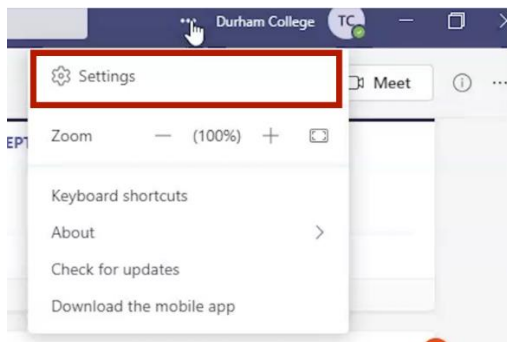
- a) Once you have set your displays, enable your system audio. Navigate to the apple, then to system preferences. Select sound and choose USB Audio for speaker (output) and Extron MediaPort 200 for microphone (input).



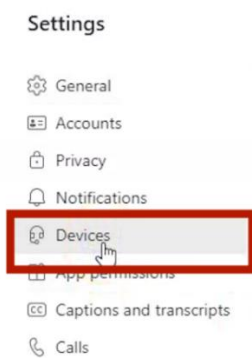
9. Open your synchronous platform.

FOR THOSE CHOOSING MS TEAMS AS THE SYNCHRONOUS PLATFORM

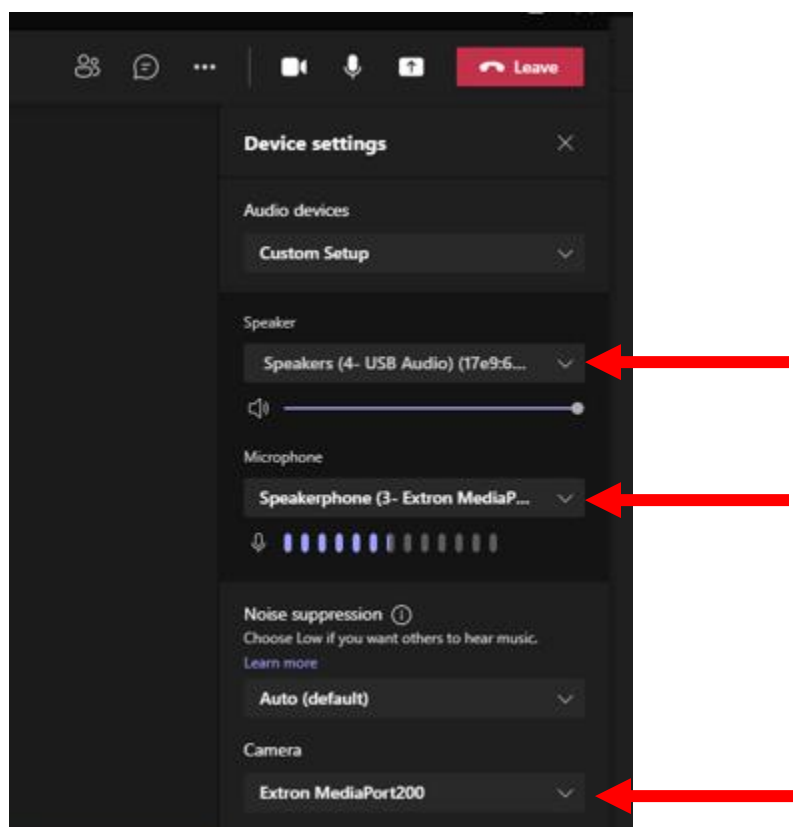
- b) Select the settings by navigating to the more options at the top right-hand corner of your Teams application. Select the Settings option



- c) Select Devices

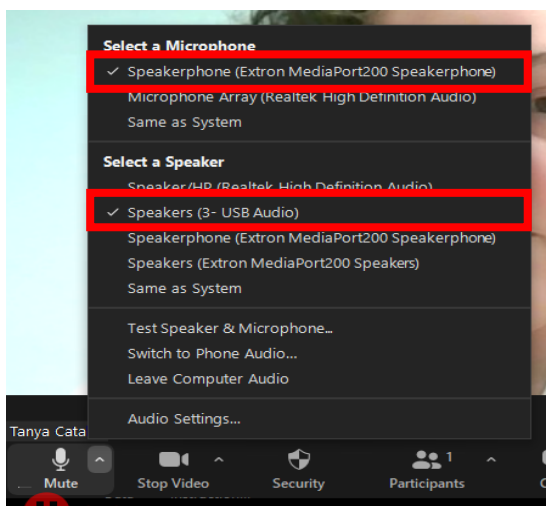


- d) Choose the USB for Audio Settings, “USB Audio” for speaker, “Extron MediaPort 200” for microphone, and “Extron MediaPort 200” for camera setting

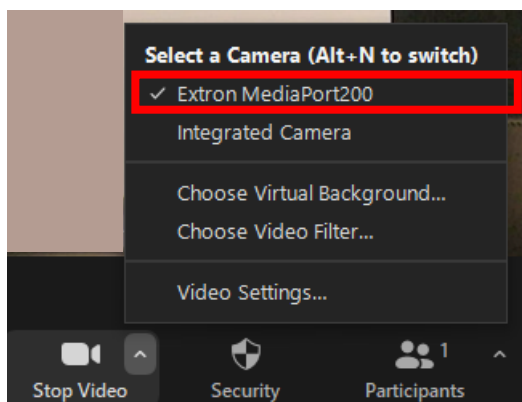


#### FOR THOSE CHOOSING ZOOM AS THE SYNCHRONOUS PLATFORM

- a) If using Zoom, begin your meeting. In the audio icon on the tool bar, locate the USB Audio and Extron MediaPort 200

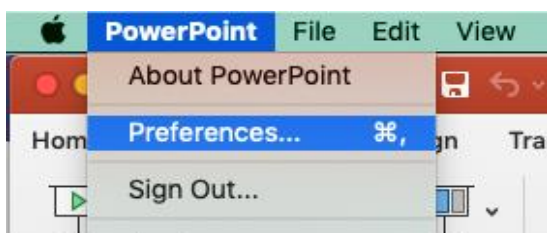


- b) In the Video icon on the tool bar locate and select the Extron MediaPort 200.

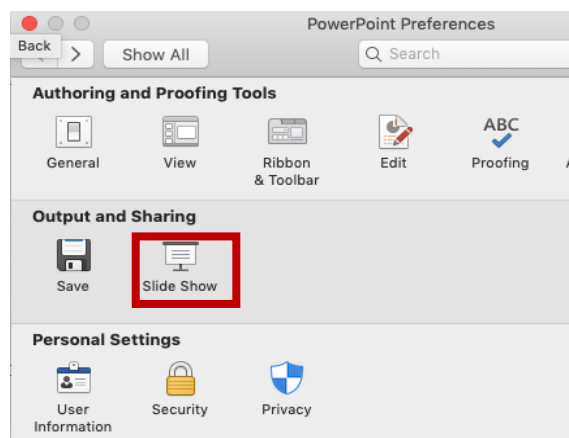


## During Class

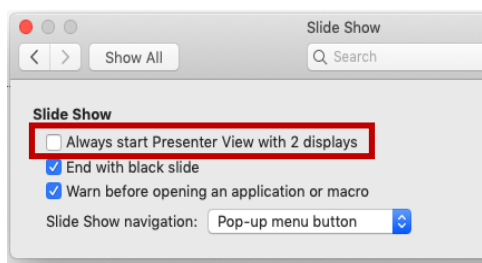
1. Start your meeting on your chosen synchronous platform.
2. Drag your Teams or Zoom application to the desired screen. We recommend you shut off notifications for email and other applications so that private messages are not displayed as you teach.
3. Do not use PowerPoint presenter view as this will be problematic for the display settings. Once PowerPoint is open, select (1) PowerPoint at the top of the screen and choose preferences. (2) In the Output and Sharing pane, click Slide Show. (3) Uncheck Always Start Presenter View with 2 Displays.



1

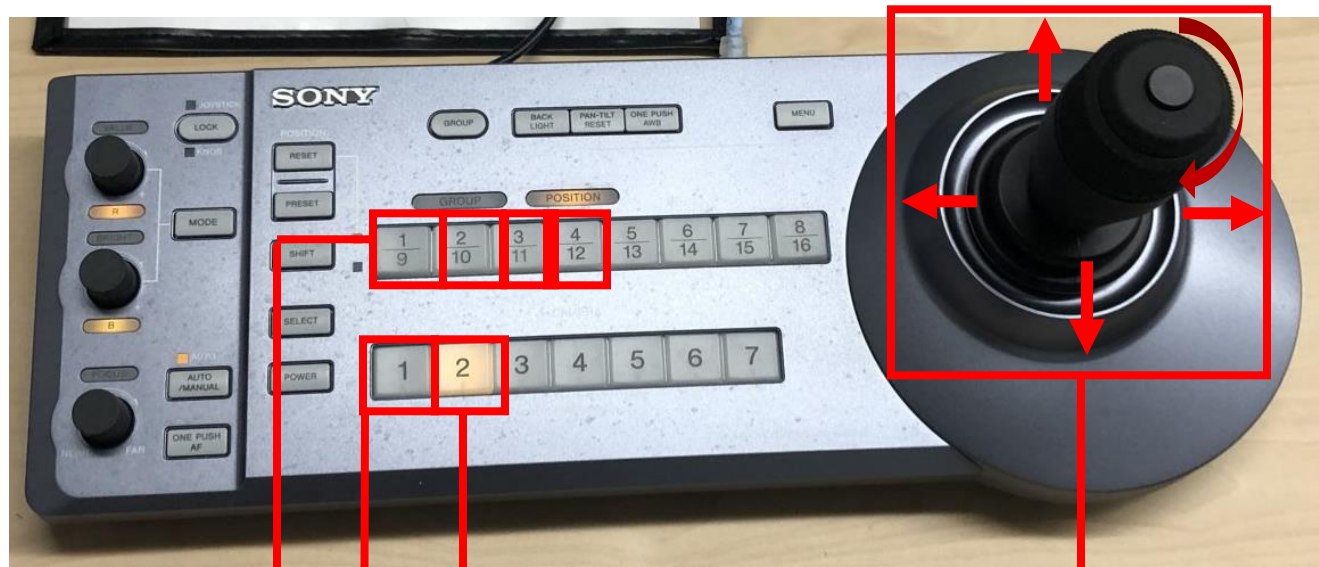


2



3

4. Use the Joy Stick to control the cameras in the room. Below is a guide to explain the functioning of the Joy Stick



The joy stick will allow you to:

- **Pan left and right** – moving the stick to the left or right
- **Pan up and down** – moving the stick up or down
- **Zoom in and out** – turning the knob on the stick

Selecting this will allow you to control the **camera at the front of the room**

Selecting this will allow you to control the **camera at the back of the room**

These are camera placement preset buttons:



**Podium Close Up** - This will frame the Podium with the back camera



**Wide Angle** – This will frame a wide angle view of the entire class (back/front)



**Front White Board** – This will frame the front center whiteboard



**Side White Board** – This will frame a portion of the side white board



## Prior to Leaving the Classroom

1. Leave the synchronous meeting.
2. Unplug the USB or USB – C cable from your laptop.
3. Turn off the Podium system by (1) selecting Shutdown on the touchpad; then (2) confirm the shutdown on the next screen.

