



Mini-Global Classroom (CFCE 116)

Technology Orientation Package - Windows PC Users

The Centre for Teaching and Learning

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](#)

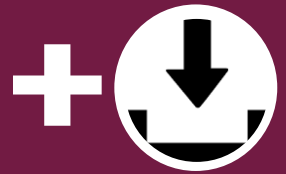
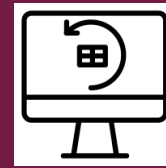
[Prior to Leaving the Classroom](#)

STEP 1

Before Class

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

SEE PAGES 3 – 5 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 6 – 7 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 speakers to USB Audio.
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 7 – 13 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 13 - 14 FOR FURTHER DEATILS

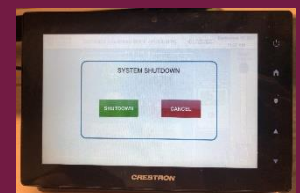


STEP 5

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 15 FOR FURTHER DETAILS



Before Class — These Instructions are the Same as Flex Delivery Equipment

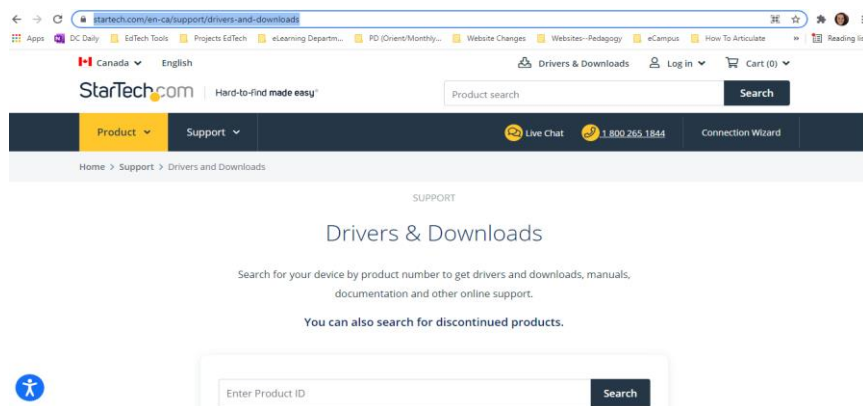
1. If you have already configured your computer for Flexible Delivery with the other classrooms, you can skip ahead to [In the Classroom](#).
2. Identify your operating system - You are most likely running a Windows 7, 8, 8.1, or 10 system.
3. Ensure that you have either a USB port or USB C port on your laptop.



USB C Port

USB Port

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>

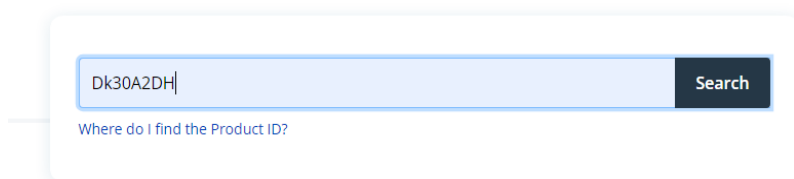


- b) Enter the following product ID and click search afterwards: DK30A2DH

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.



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](#) ← For Windows PC Users

Version: 10.1 M1
Language: EN

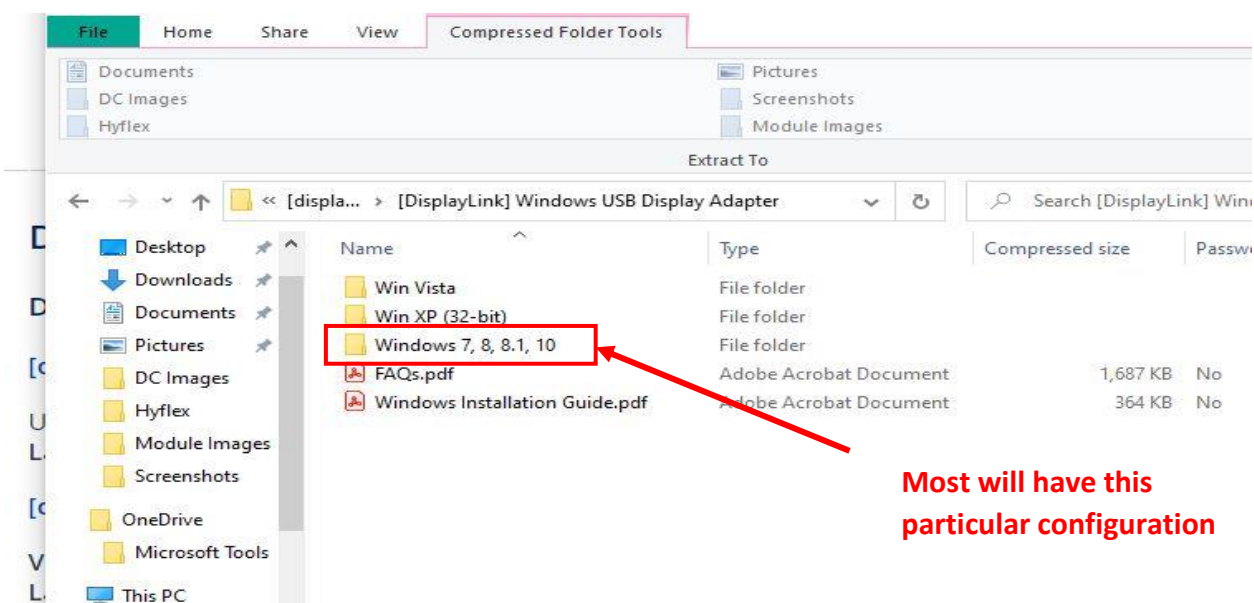
d) A zipped folder will download. Open it.

[\[displaylink\] mac us](#)

Version: 10.15, 11 A
10.14 Software 5.2.5
10.11 to 10.12 Softw

 [displaylink] windo....zip

e) When you open the zipped folder, choose the correct Windows operating system file.



File Home Share View Compressed Folder Tools

Documents DC Images Hyflex Pictures Screenshots Module Images

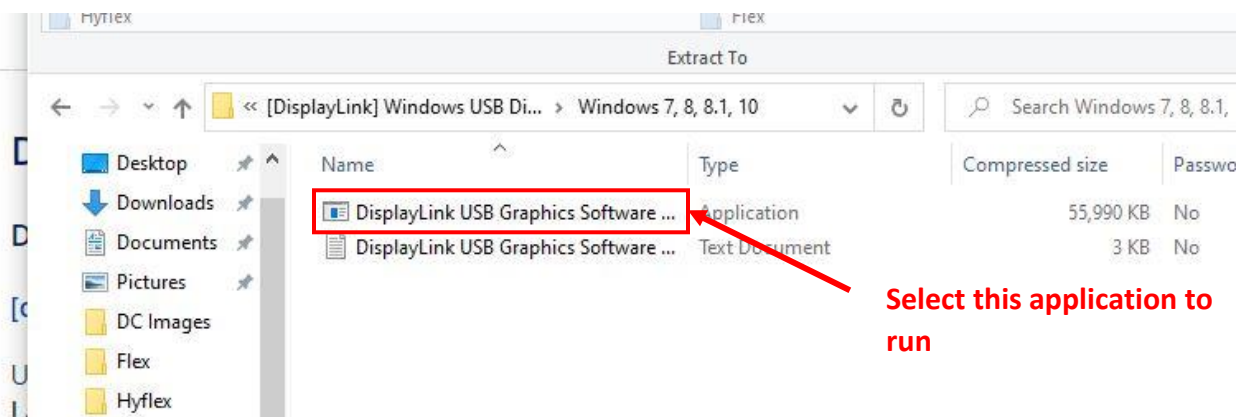
Extract To

← → [displa... > [DisplayLink] Windows USB Display Adapter

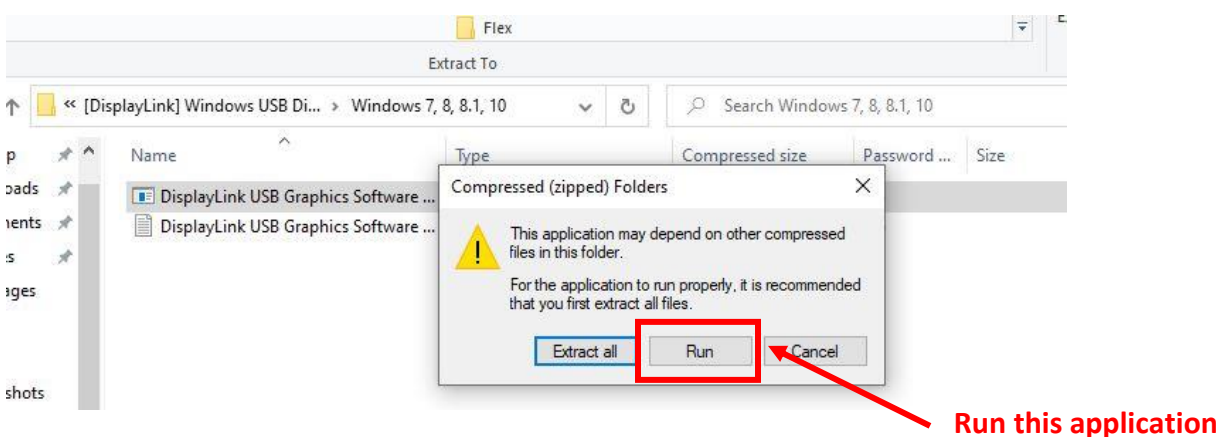
Name	Type	Compressed size	Passw
Win Vista	File folder		
Win XP (32-bit)	File folder		
Windows 7, 8, 8.1, 10	File folder		
FAQs.pdf	Adobe Acrobat Document	1,687 KB	No
Windows Installation Guide.pdf	Adobe Acrobat Document	364 KB	No

Most will have this particular configuration

f) Open the application and run the driver.



g) Run the application.



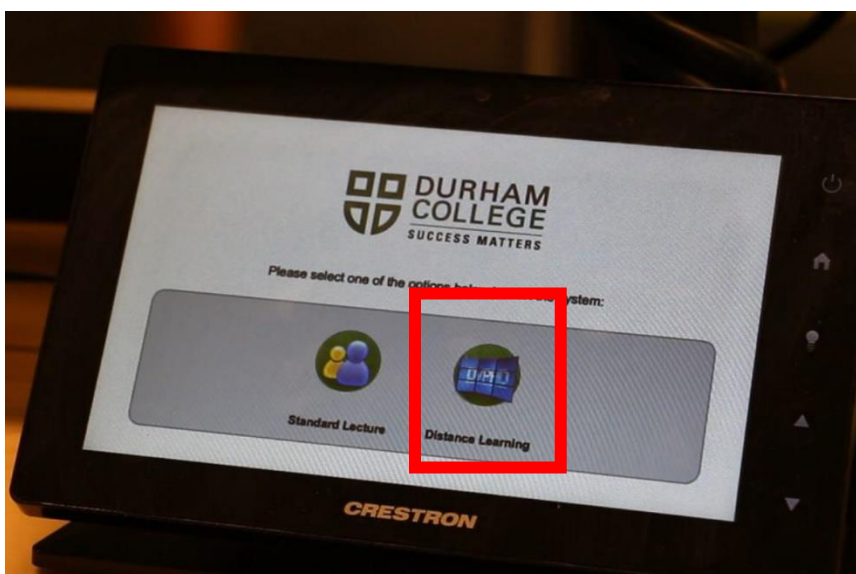
h) The DisplayLink Graphics will finish installing.



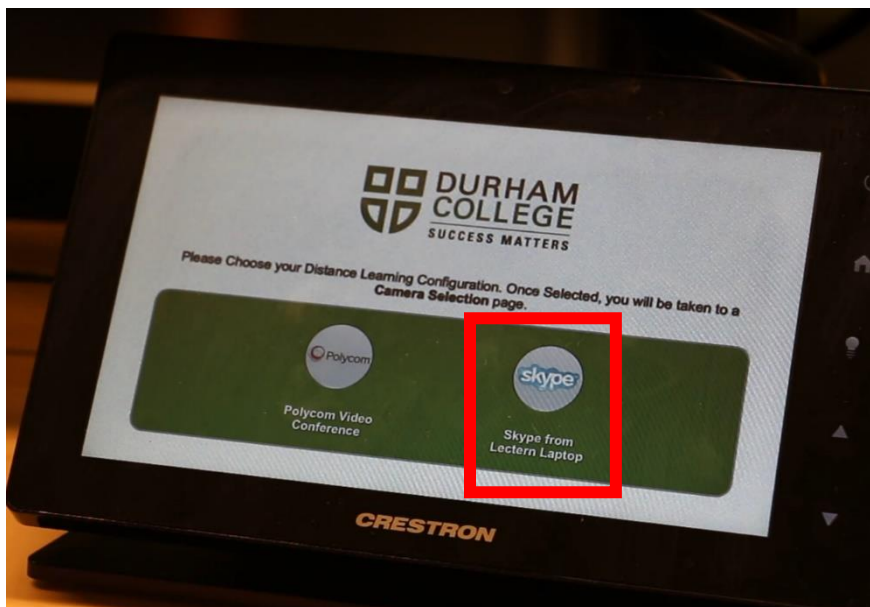
i) Restart/Reboot your computer.

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).

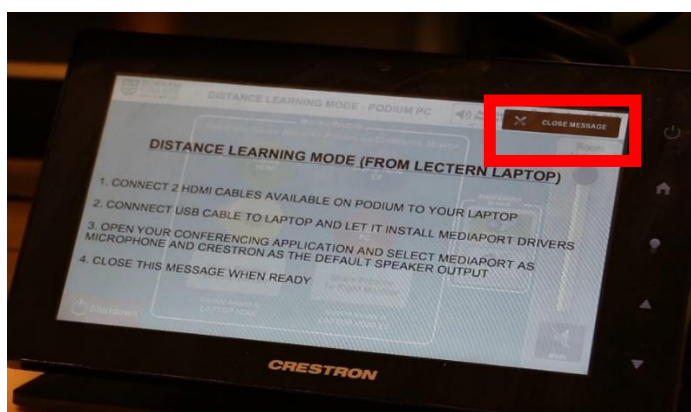


**USB C
Connector
available
at the
podium**

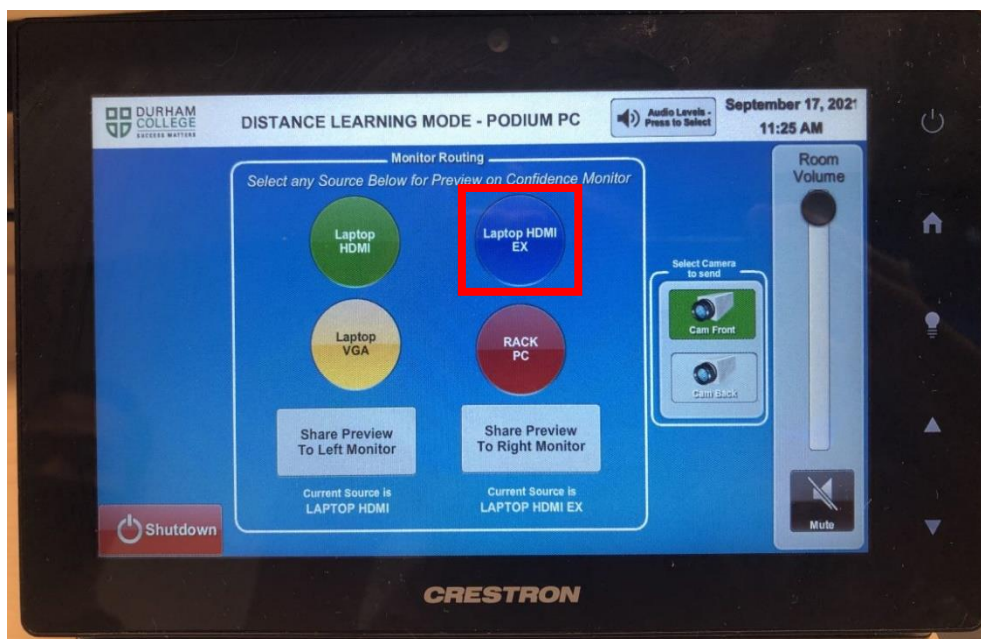


**USB C to
USB
Connector
available
at the
podium**

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

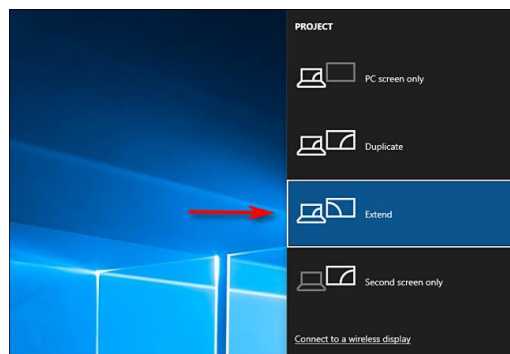
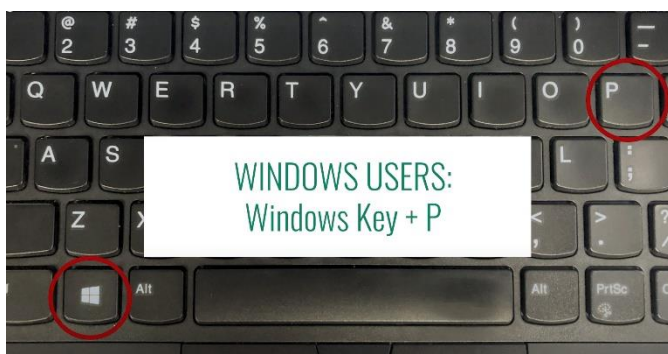


5. If the desktop monitor is not on, be sure to press the HDMI Ex on the touchpad.

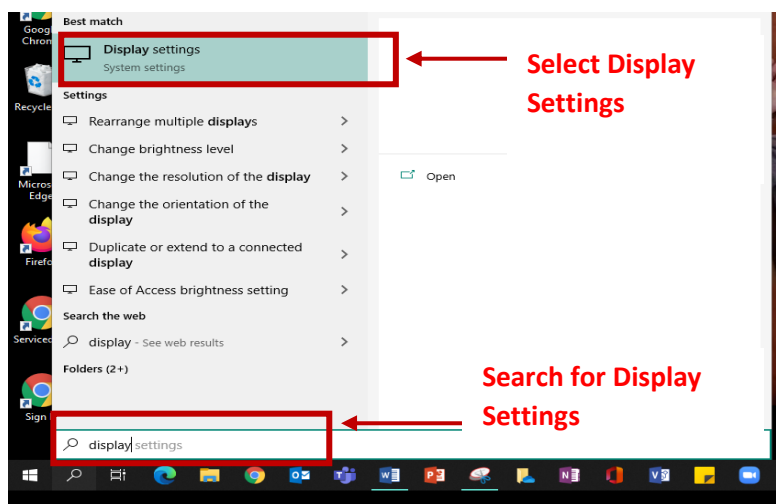


6. You may need to configure your laptop and desktop displays.

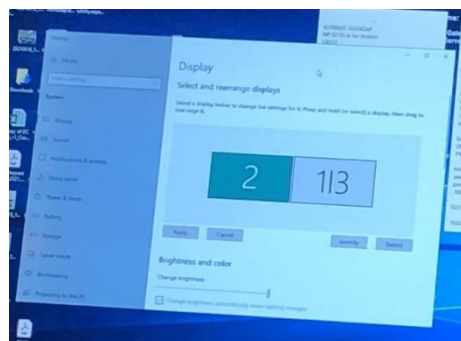
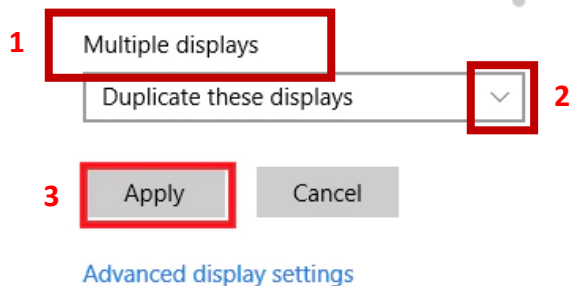
a) Select Window Key + P and extend screens.



b) Search for Display Settings and select Display Settings.



c) Scroll to (1) Multiple displays. (2) Open the menu and duplicate screen 1 and 3. (3) Click apply and then keep changes.

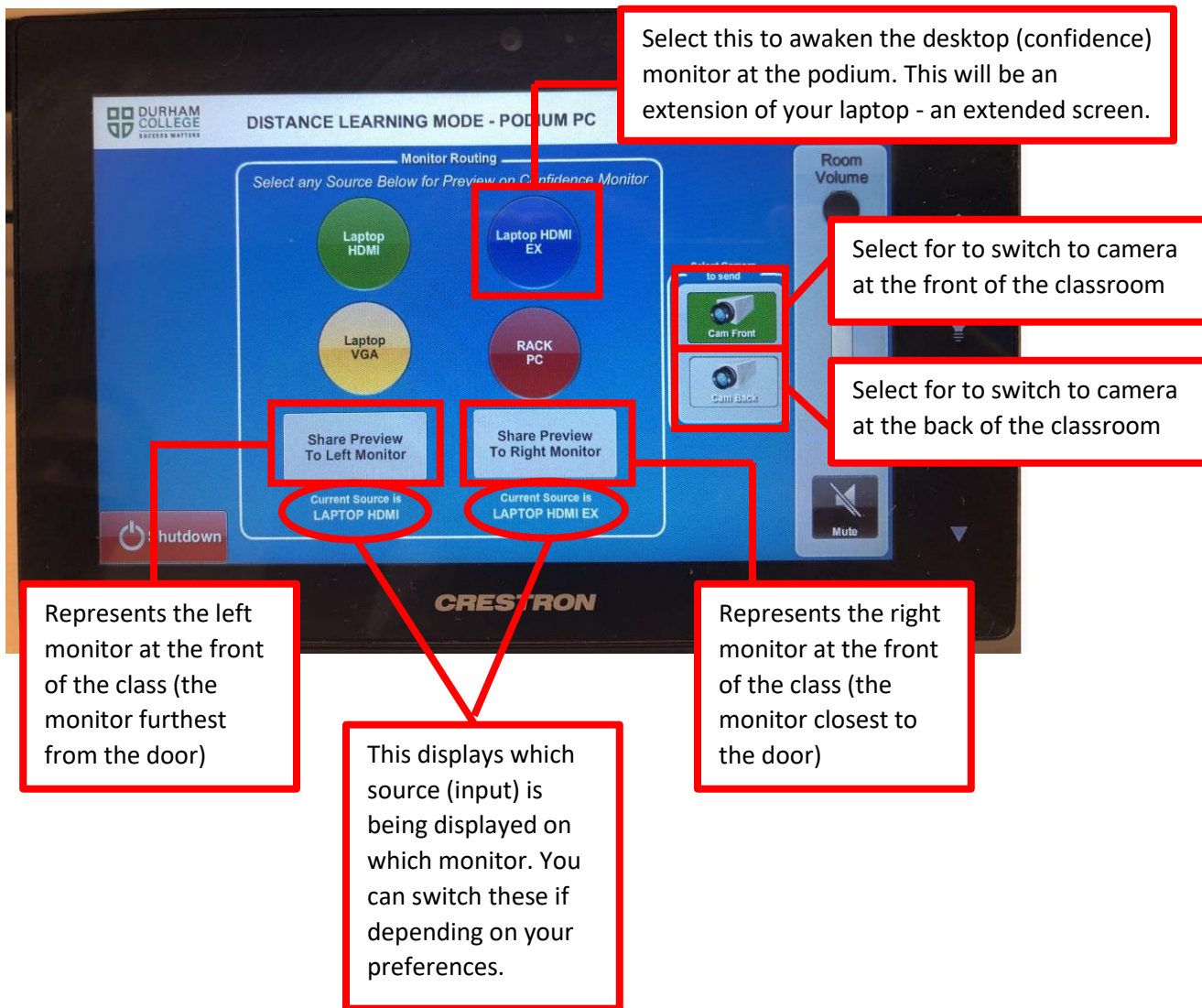


Note: You can drag and drop the rectangles in the display settings which each represent the physical monitors that you are working with to reflect the “real life” position of your screens.

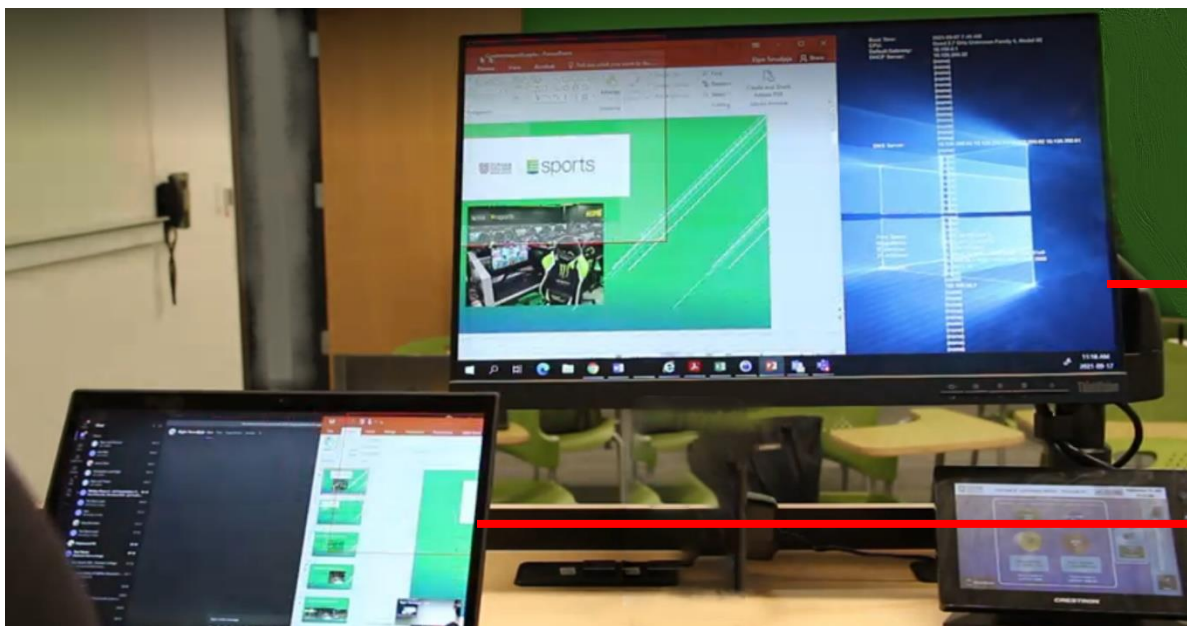
d) At this point, the desktop monitor - which should be an extended screen - mirrors one of the display screens at the front of the room. Your laptop should mirror the other display screen at the front of the room.

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

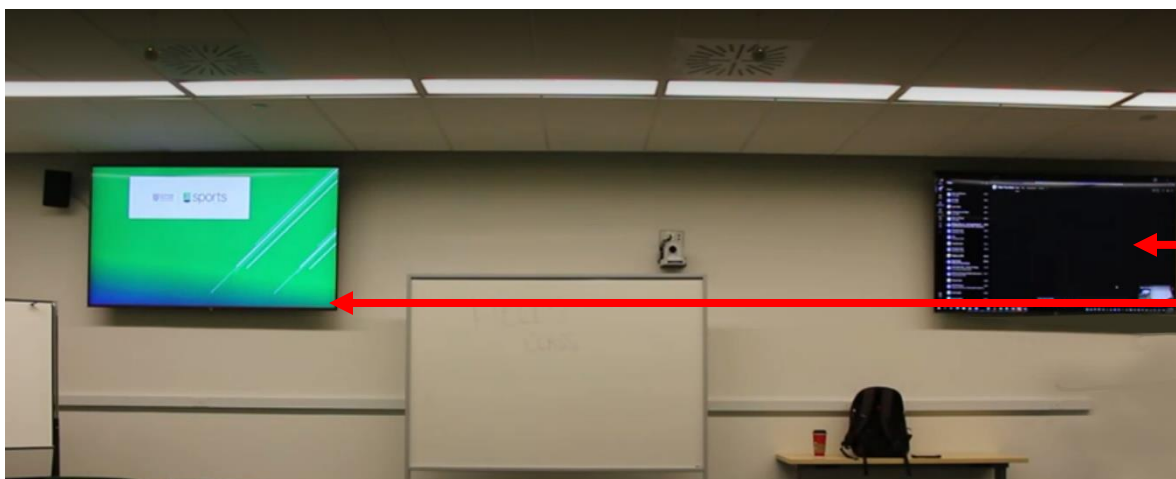
Touchpad Orientation



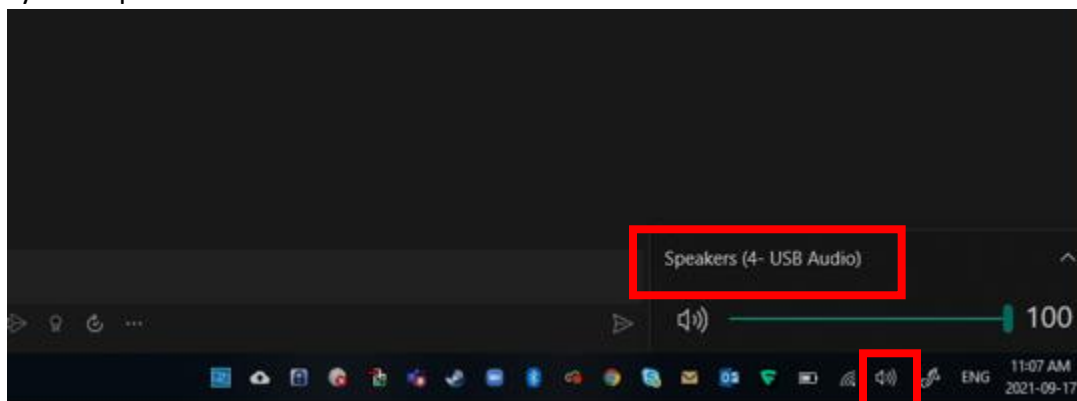
Your Laptop and Desktop (Confidence) Monitors will look like the following. You can drag any application to the desktop (confidence) monitor to then share during your synchronous session:



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



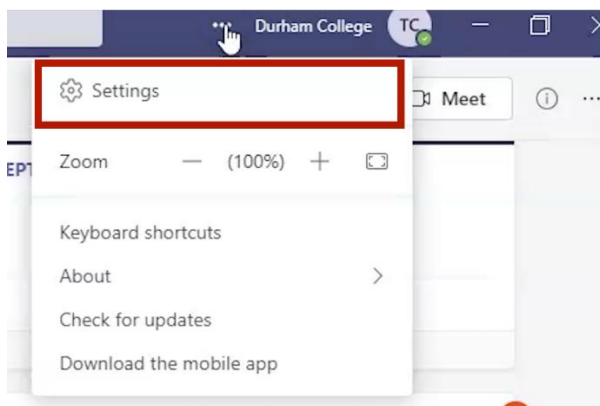
8. Once you have set your displays, enable your system audio. Select the USB Audio for your system speakers.



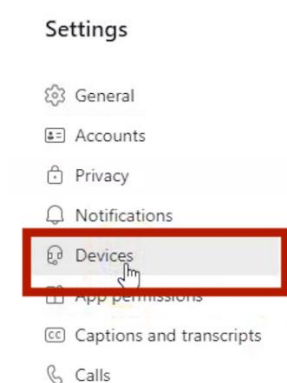
9. Open your synchronous platform.

FOR THOSE CHOOSING MS TEAMS AS THE SYNCHRONOUS PLATFORM

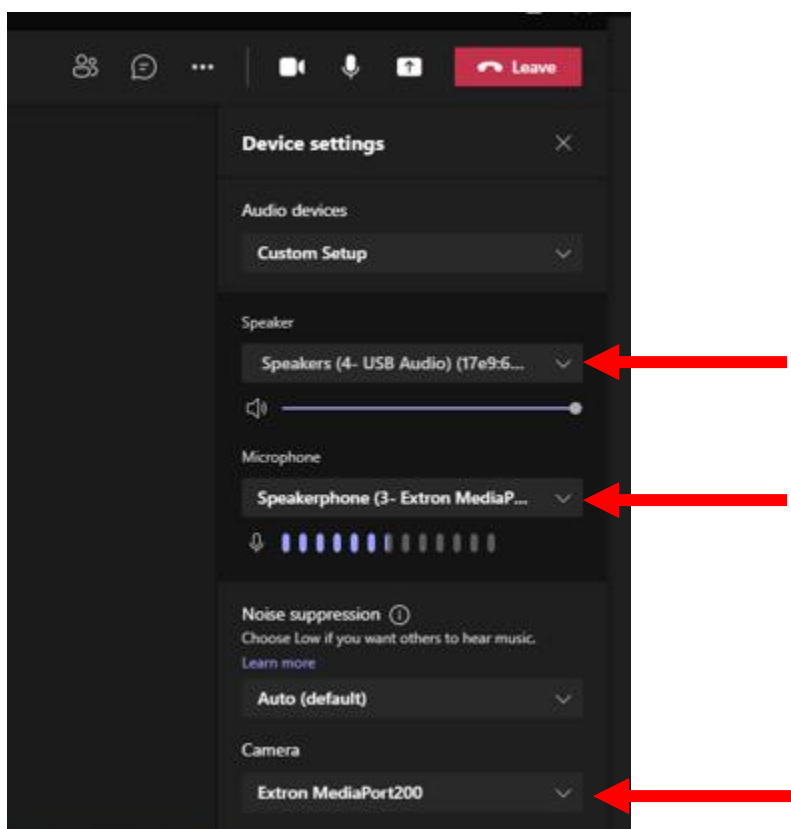
- a) Select the settings by navigating to the more options at the top right-hand corner of your Teams application. Select the Settings option.



- b) Select Devices.

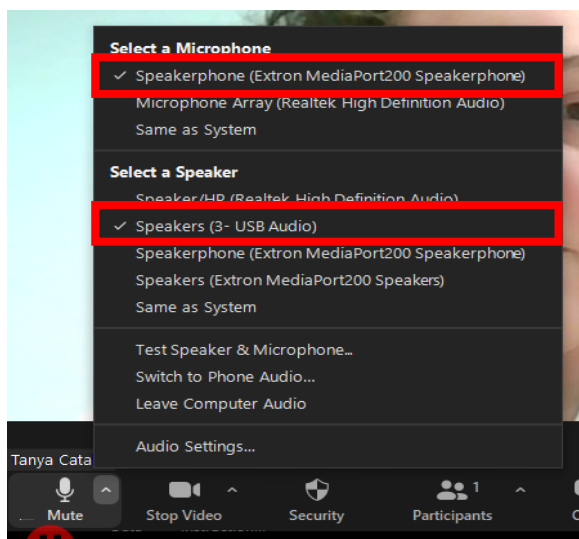


- c) Choose the USB for Audio Settings, “USB Audio” for speaker, “Extron MediaPort 200” for microphone, and “Extron MediaPort 200” for camera setting.

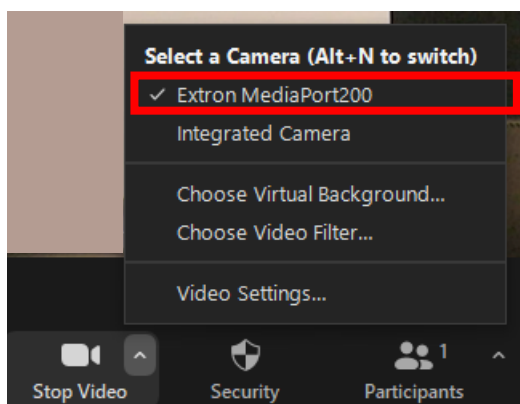


FOR THOSE CHOOSING ZOOM AS THE SYNCHRONOUS PLATFORM

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

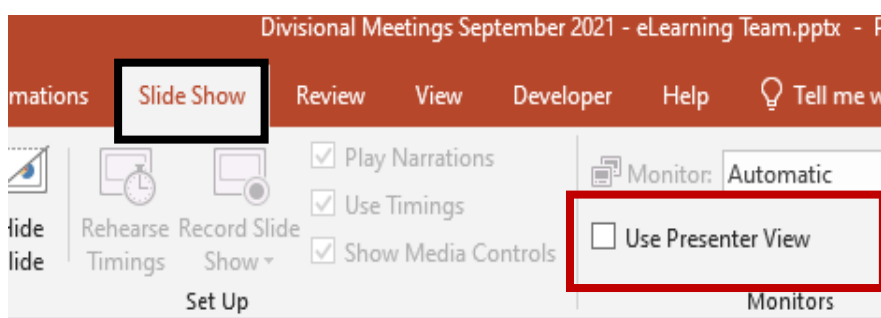


- b) In the Video icon on the tool bar locate and select the Extron MediaPort 200.

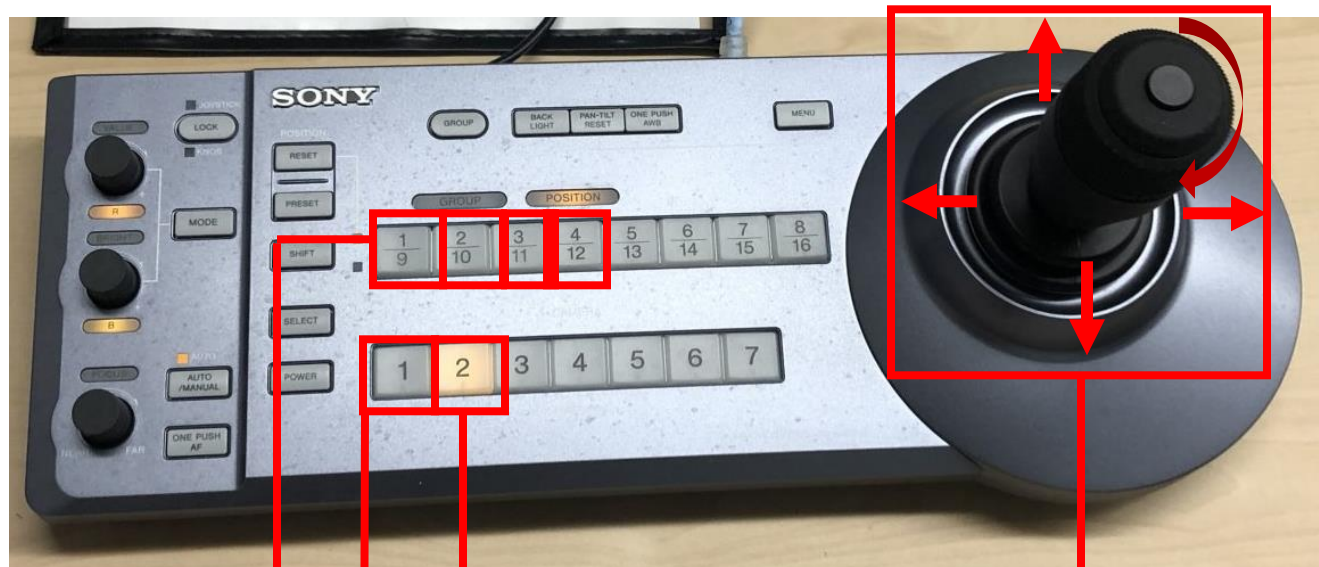


During Class

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 may not be compatible with the displays as they are arranged. Unclick the “Use Presenter View” under the slide show tab:



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 present 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.

