Global Classroom (CFCE 145)
Technology Orientation Package - Windows PC Users

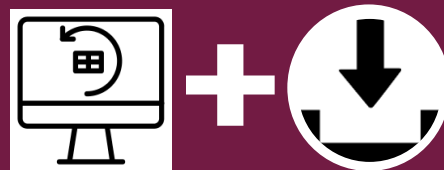The Centre for Teaching and Learning

Document Topics

Global Classroom Guide

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 INFORMATON

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.

SEE PAGE 6 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, pan & tilt the camera, and zoom in or out (some presets are saved for ease of use).

SEE PAGE 13 – 15 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 16 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.

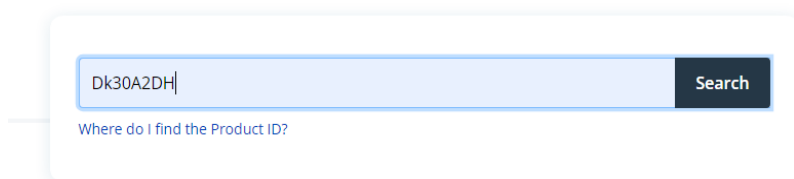   a) Navigate to the following website: https://www.startech.com/en-ca/support/drivers-and-downloads
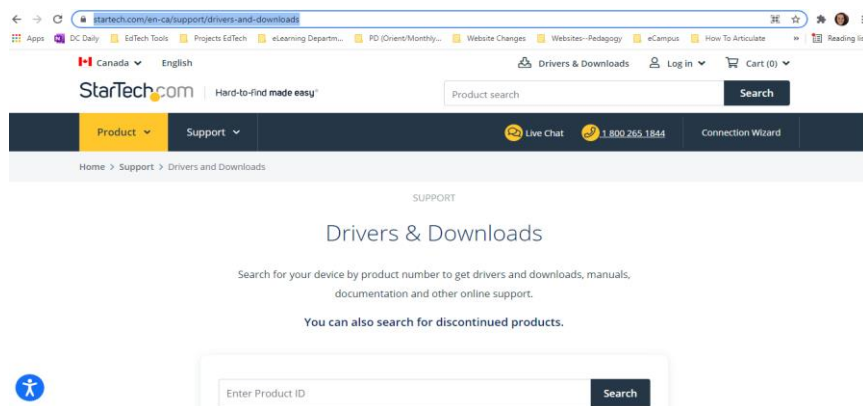
b) Enter the following product ID and click search afterwards: DK30A2DH

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.

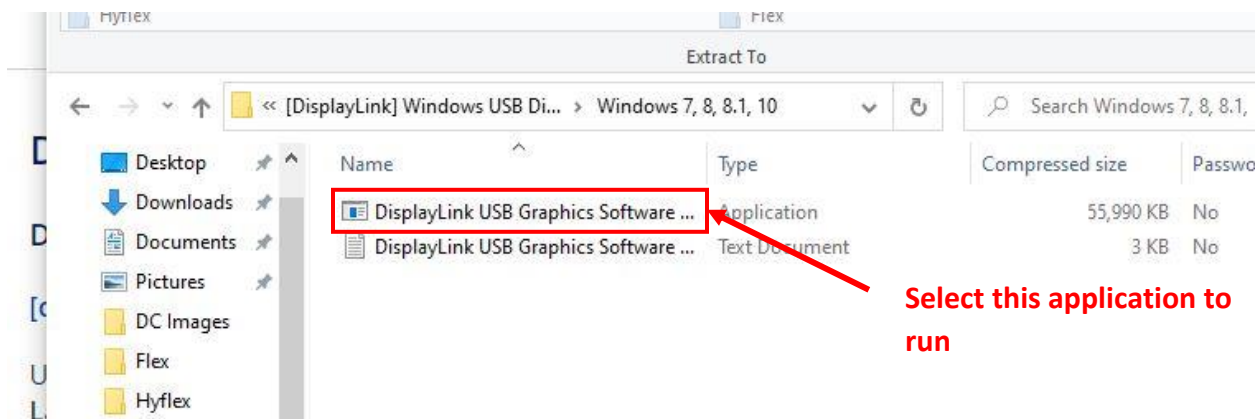File   Home   Share   View   Compressed Folder Tools

Documents   Pictures
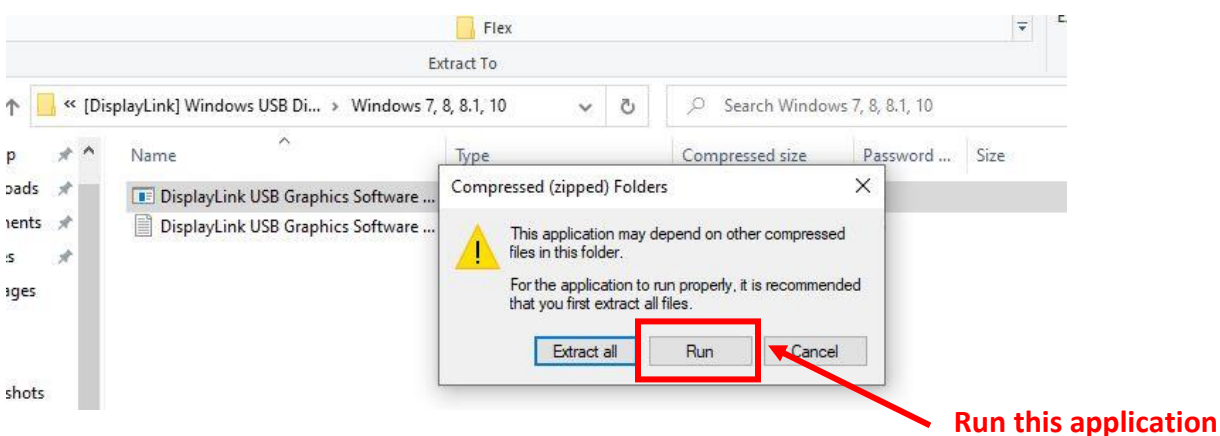DC Images   Screenshots
Hyflex   Module Images

Extract To

← → ∨ ↑   « [displa... > [DisplayLink] Windows USB Display Adapter   ∨   ↻   🔍 Search [DisplayLink] Win

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

Desktop
Downloads
Documents
Pictures
DC Images
Hyflex
Module Images
Screenshots
OneDrive
Microsoft Tools
This PC

**Most will have this
particular configuration**

Select this application to run

g) Run the application.
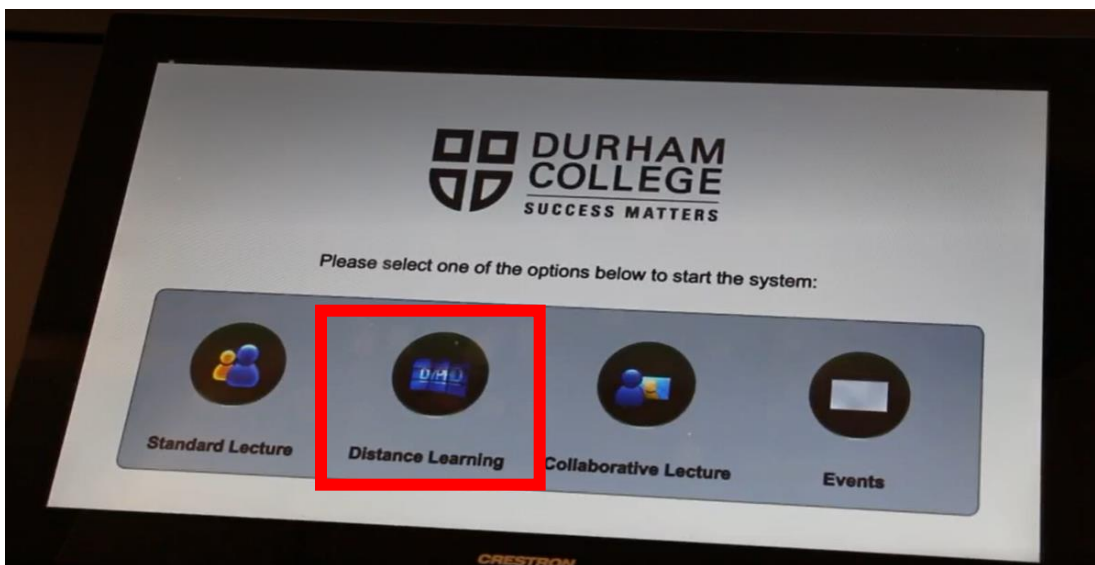

Run this application

h) The DisplayLink Graphics will finish installing.
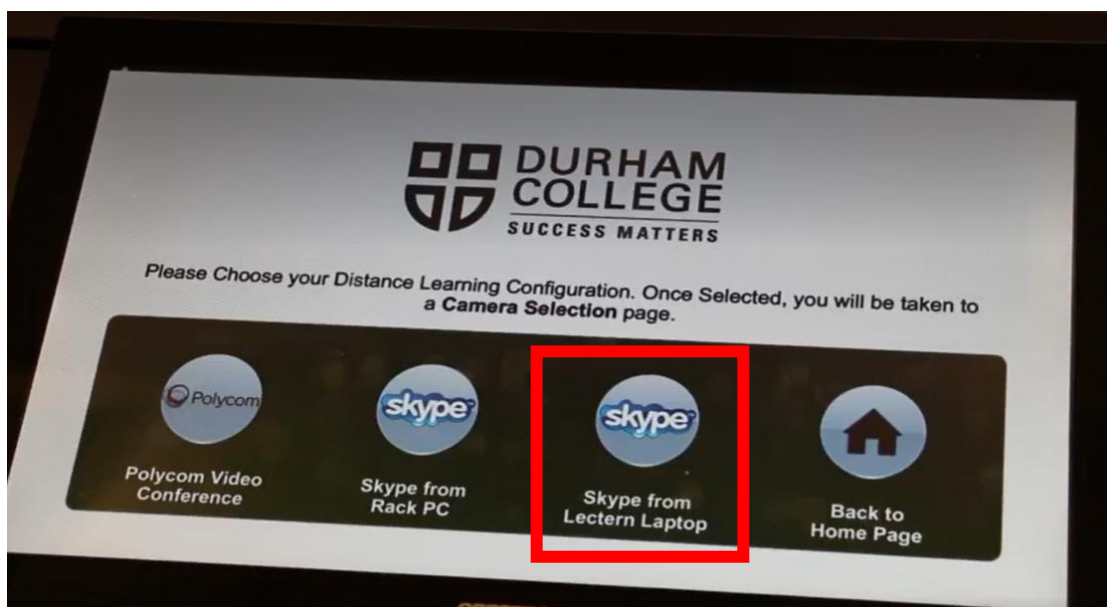

i) Restart/Reboot your computer.

In the Classroom

1. Turn on the system (wall screen at the front of the room) with the keypad
   a) Select Distance Learning Option on the touchpad.

   b) Select the Skype from Lectern Laptop.

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. The camera selection menu will appear. Select (1) Wall Cam Middle (for the rear camera). Then (2) close camera controls.


5. Select (1) the first or second layout option. Touch (2) the rectangle that represents one wall screen, then (3) select which ever laptop input you would like that screen to mirror (Laptop main or Laptop extended). Repeat the above for each other rectangle screen.
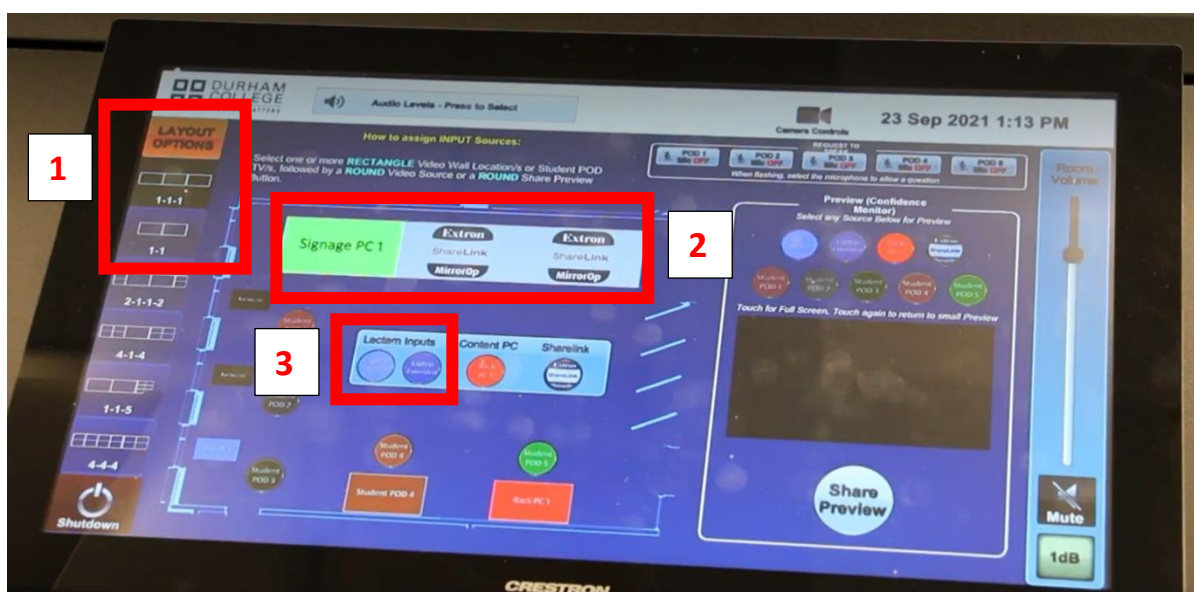
6. The system may configure your displays for you.

   a)   Search for Display Settings and select Display Settings.
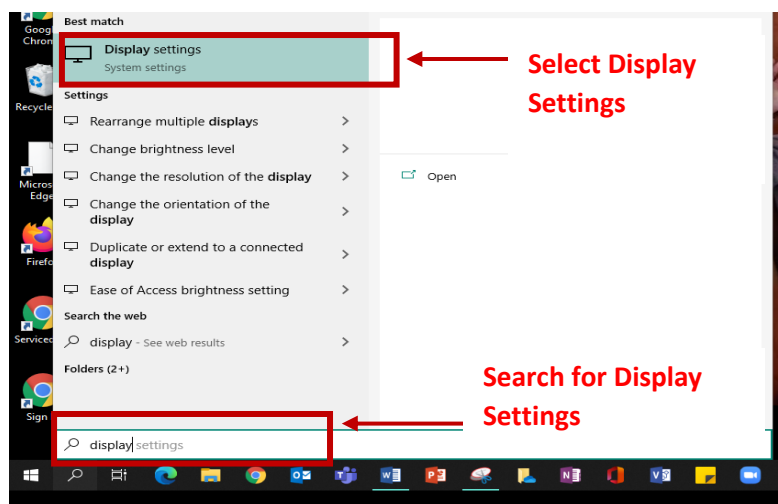

    b)   They will/should look like the following:
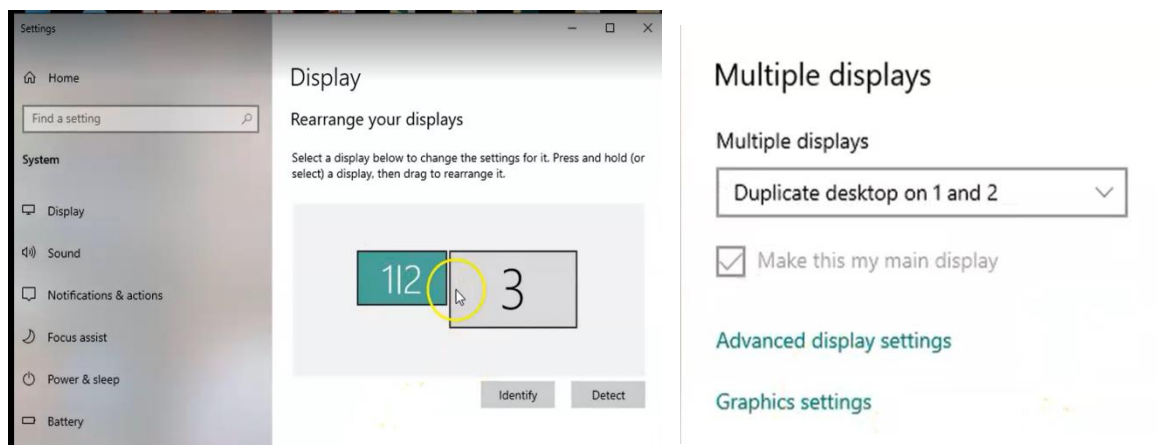
c) To make the touchpad the extended desktop monitor (confidence monitor), complete the following steps:

(1) Locate the Preview (Confidence Monitor) section of the touchpad.
(2) Select Laptop Extend.
(3) View the preview screen to ensure the extension.
(4) Touch the preview screen so that the extended screen takes up the entire touchpad (see image below (6) for the result).
(5) If you would like to return to the touchpad menu, just touch anywhere on the touchpad.
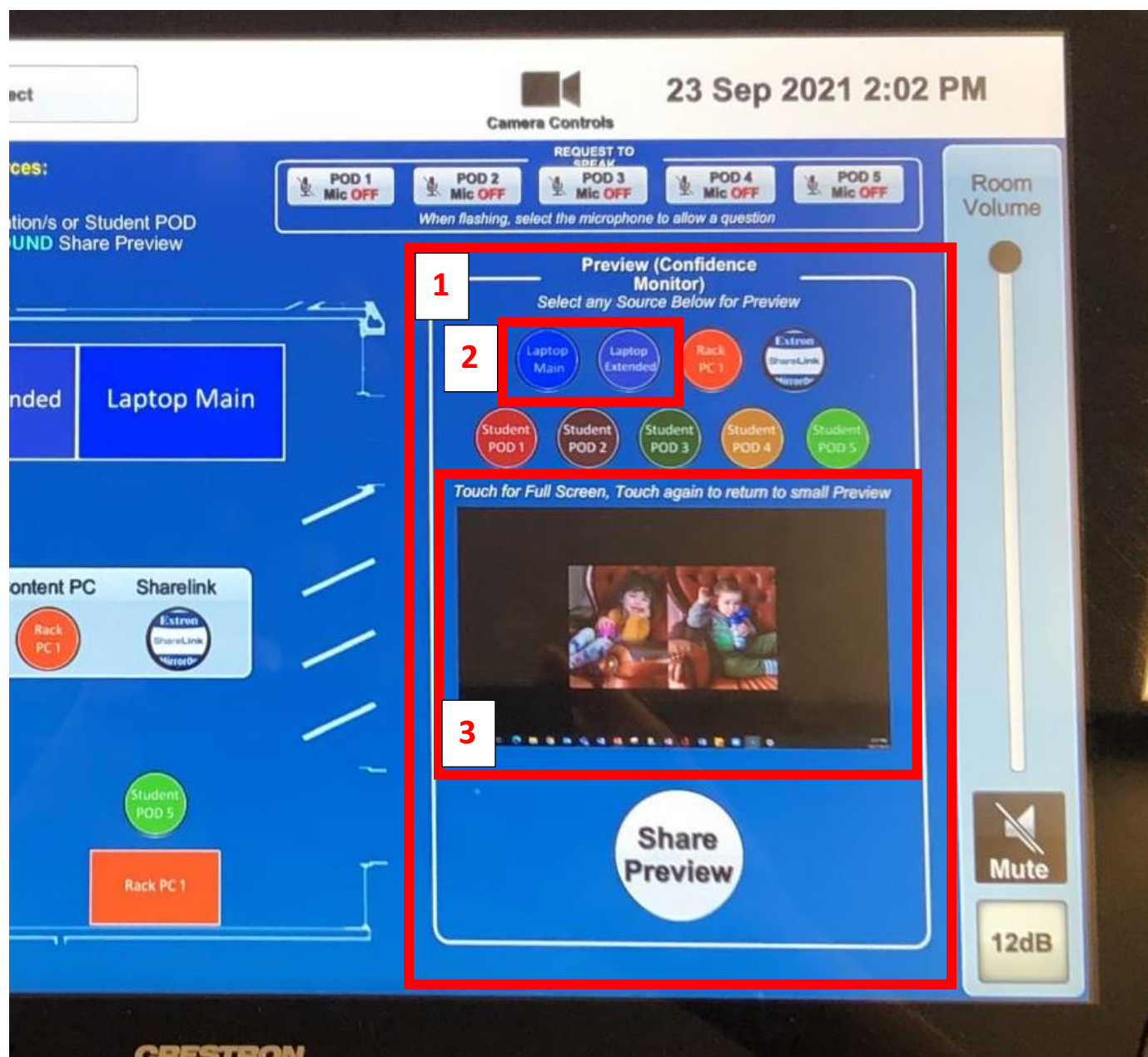
7. Our Laptop and Desktop (Confidence) Monitors will look like the following. You can drag any application to the desktop (confidence) monitor to then share during your synchronous session. Your podium and the front monitors will look like the following:
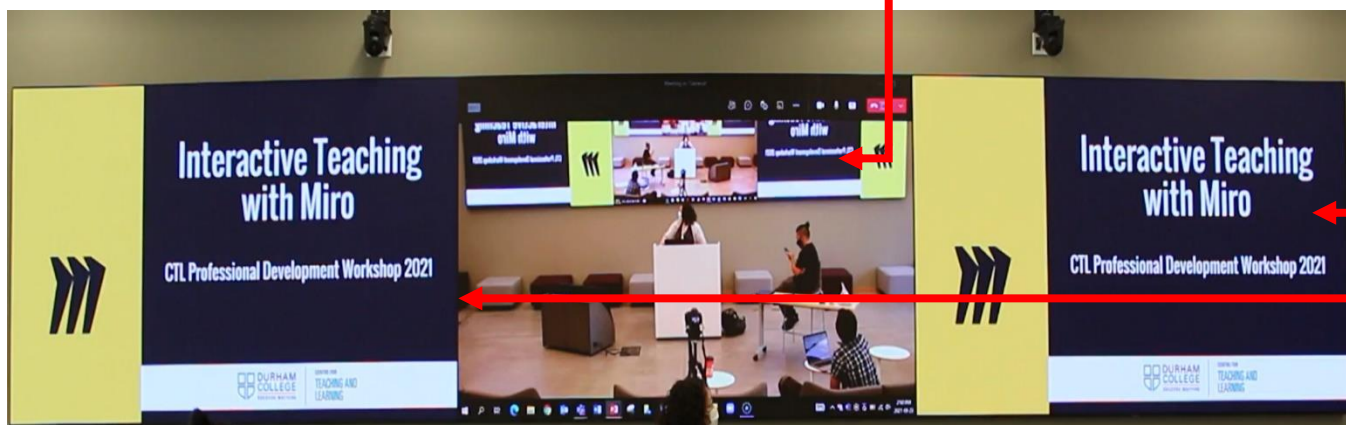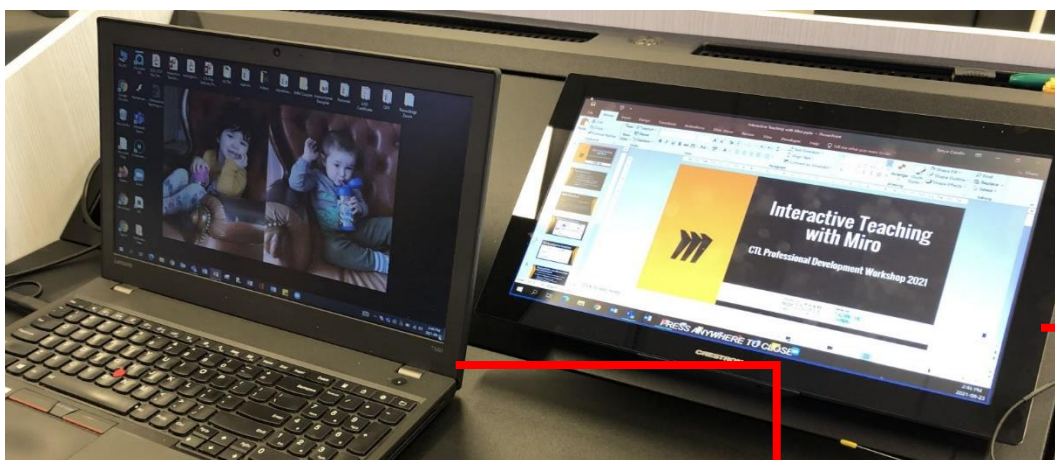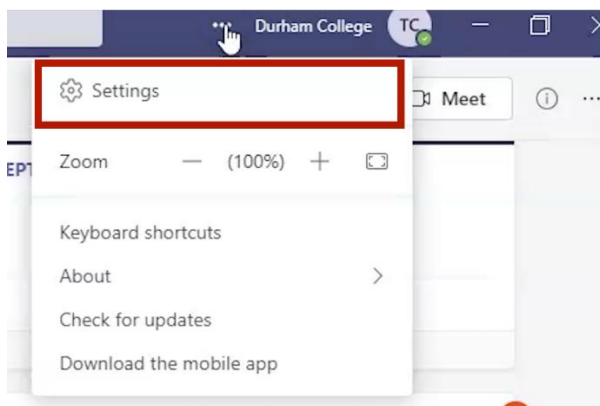
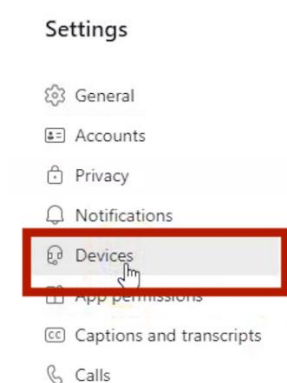8. Once you have set your displays, enable your system audio. Select the USB Audio for your system speakers.
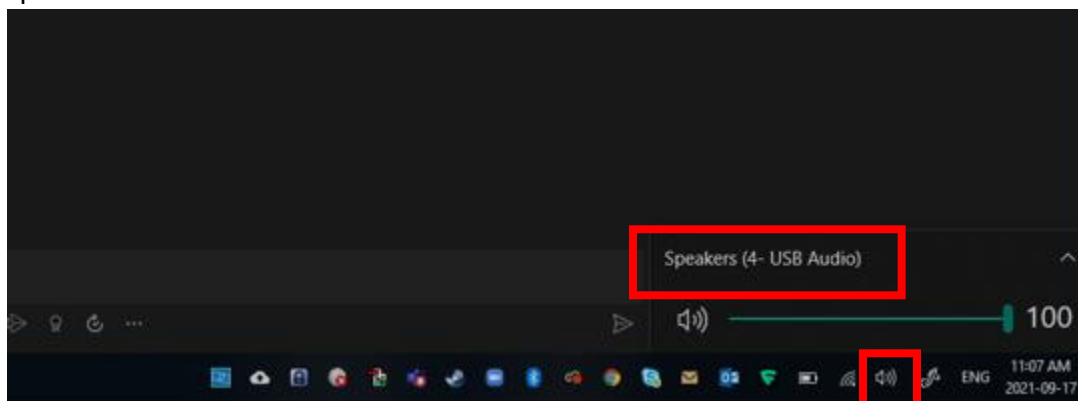
9. Open your synchronous platform.

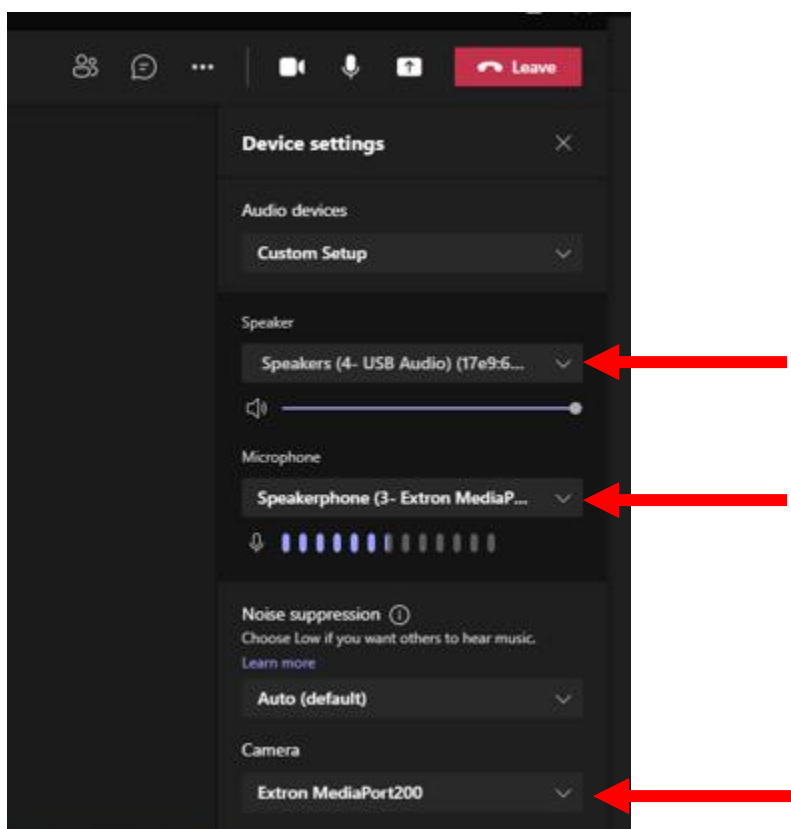### FOR THOSE CHOOSING MS TEAMS AS THE SYNCHRONOUS PLATFORM

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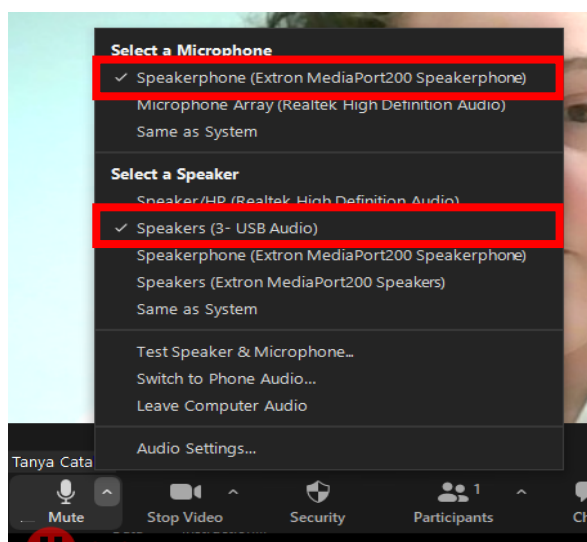

b) Select Devices.

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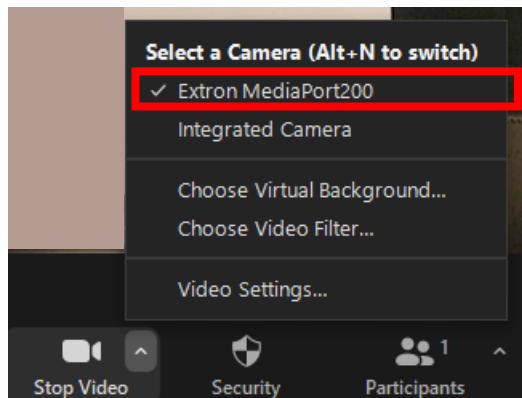

FOR THOSE CHOOSING ZOOM AS THE SYNCHRONOUS PLATFORM

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.
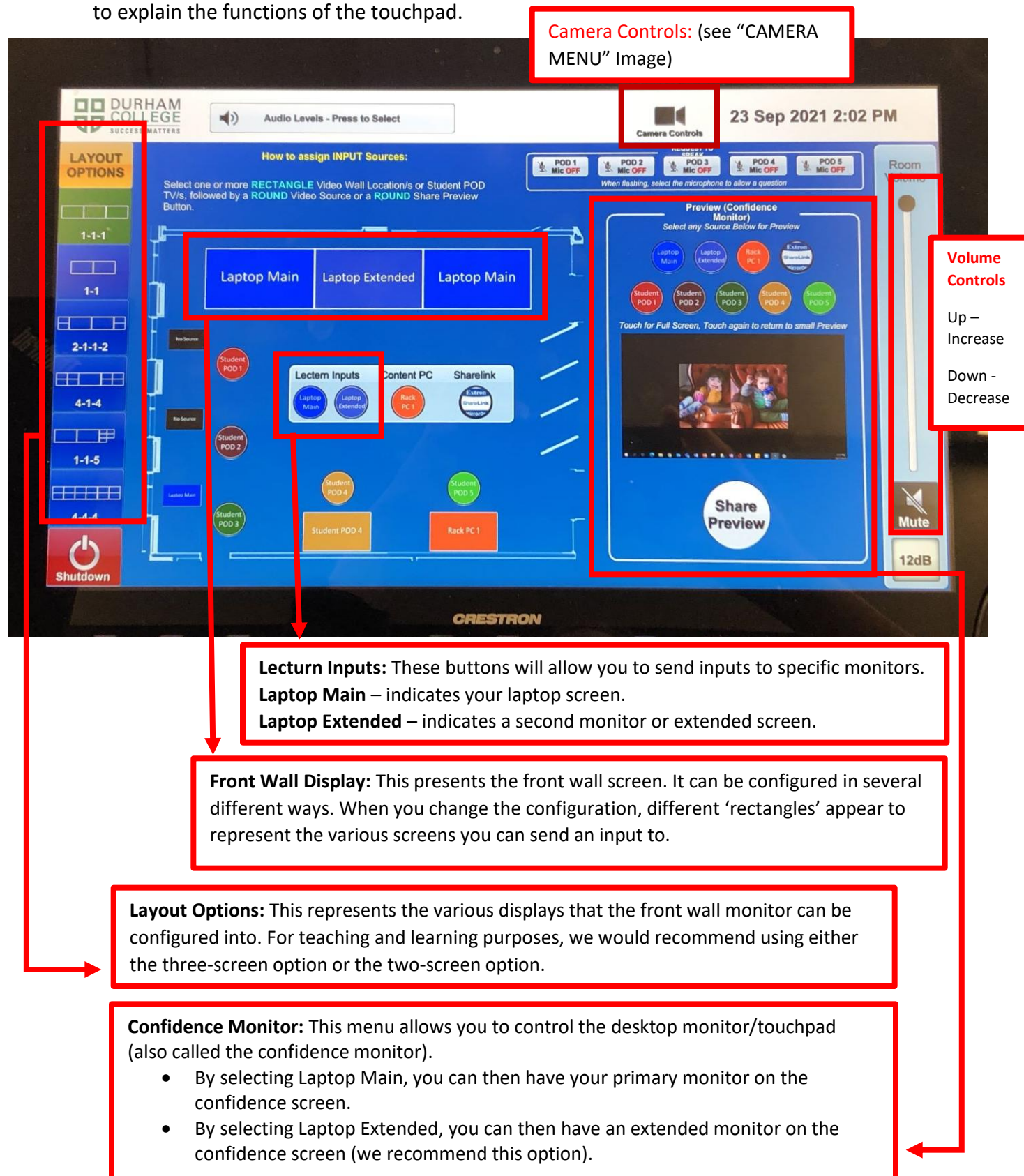
During Class

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:
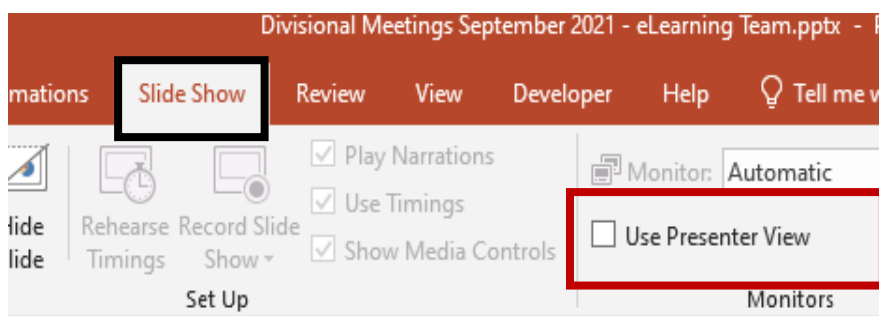
4. Use the touch screen to control the wall display screens as well as the cameras. Below is a guide to explain the functions of the touchpad.

Camera Controls: (see "CAMERA MENU" Image)

Volume Controls

Up – Increase

Down - Decrease

Lecturn Inputs: These buttons will allow you to send inputs to specific monitors.
Laptop Main – indicates your laptop screen.
Laptop Extended – indicates a second monitor or extended screen.

Front Wall Display: This presents the front wall screen. It can be configured in several different ways. When you change the configuration, different 'rectangles' appear to represent the various screens you can send an input to.

Layout Options: This represents the various displays that the front wall monitor can be configured into. For teaching and learning purposes, we would recommend using either the three-screen option or the two-screen option.

Confidence Monitor: This menu allows you to control the desktop monitor/touchpad (also called the confidence monitor).
- By selecting Laptop Main, you can then have your primary monitor on the confidence screen.
- By selecting Laptop Extended, you can then have an extended monitor on the confidence screen (we recommend this option).

Camera Controls: (see "CAMERA MENU" Image)
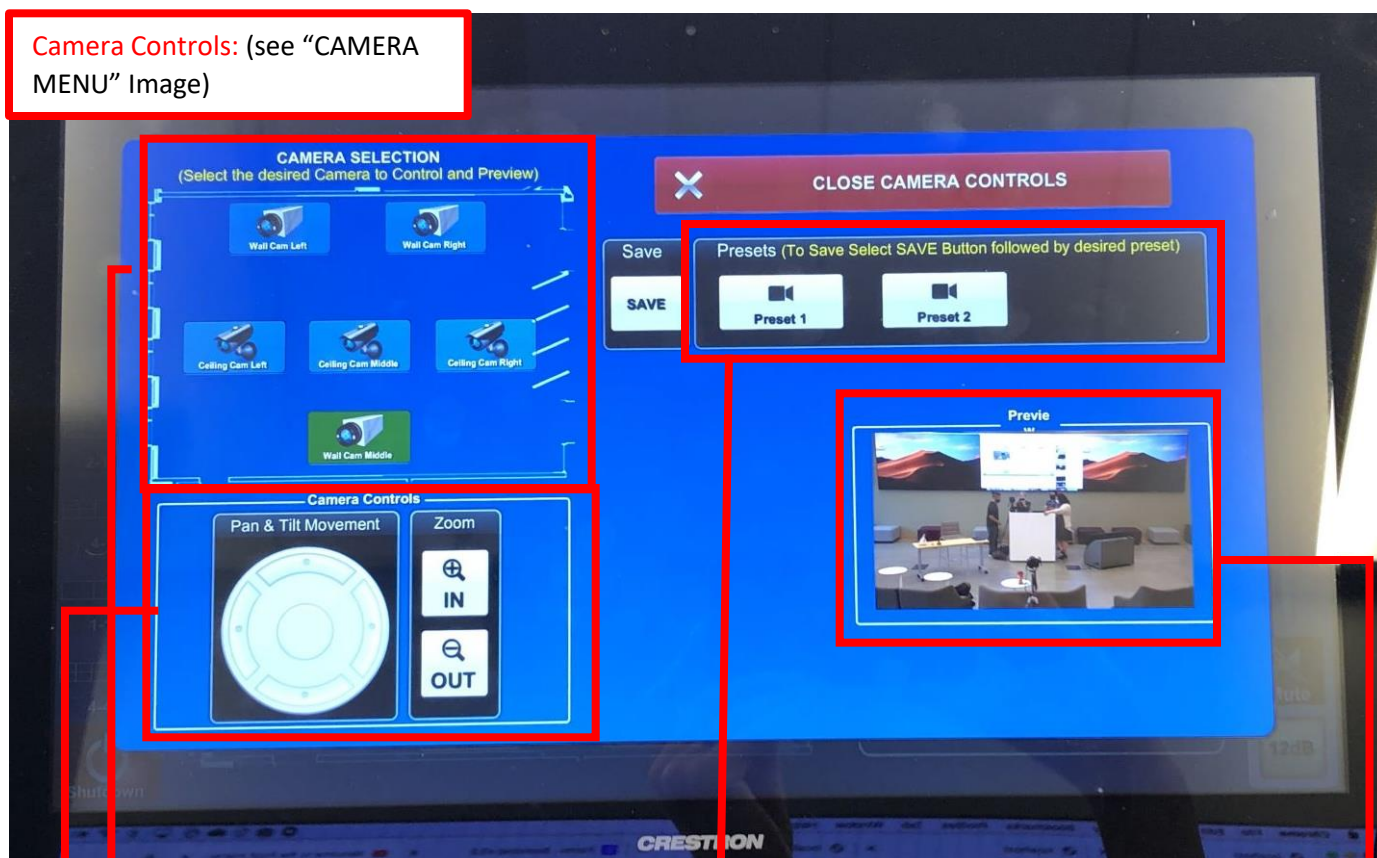
Camera Selection: Select the camera to use
- **Wall Cam Mode** = Rear of Room
- **Wall Cam Left & Right** = Front of Room
- **Ceiling Cam Left, Middle, & Right** = Middle of Room

Camera Presents:
- **Preset #1 =** Podium
- **Present #2** = Digital Whiteboard

Camera Preview
- This displays a preview of the camera you have selected.
- You can use this to set your zoom and direction.

Camera Controls
- After selecting the camera, you can pan and tilt the camera by pressing up, down, left, right, etc.
- In addition, you can also zoom in and zoom out.

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.