
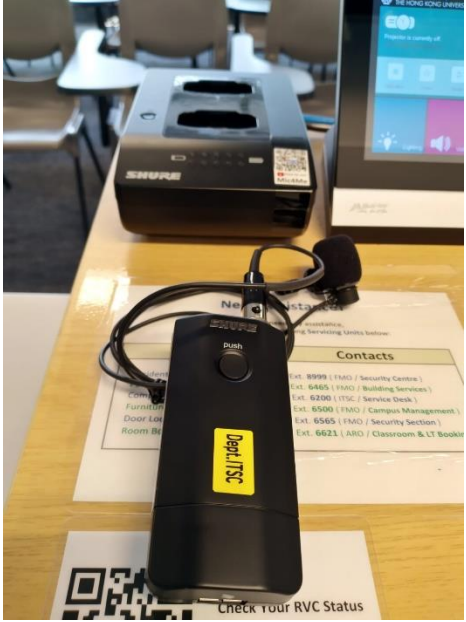


Classrooms with Ceiling Mic and Mic4Me

Major equipment for mixed mode teaching

<p>1 Ceiling Mic</p> 	<p>The ceiling mic captures F2F students' voice as audio input of Zoom meeting to online students</p>
<p>2 Mic4Me</p> 	<ul style="list-style-type: none">• Mic4Me is the microphone used in the classroom, and is also the audio input of Zoom meeting to online students• Instructors can borrow a Mic4me microphone from the department/ITSC helpdesk. Click here for more info on Mic4me

3 Webcam



The webcam will allow online students to see the instructor

4 Visualizer



The visualizer allows instructors to display hand-written work or demonstrations to F2F students and online students

Equipment set up instruction for online students in mixed mode teaching

1. Connect Ceiling Mic and Mic4Me



After turning on the projectors using the control panel, link the Mic4Me with the dock in the classroom. Then, set up the ceiling mic and Mic4me for online students

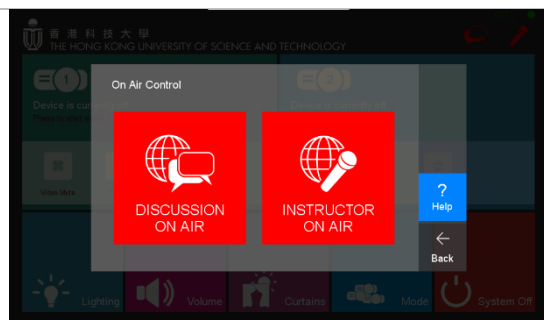
The status of the ceiling mic and Mic4Me are shown at the top right-hand corner of the control panel



By default, both “Discussion” (i.e. ceiling mic) and “Instructor” (i.e. Mic4Me) icons are shown in grey in the control panel. Under this mode, online students can neither hear the instructor nor the F2F students in Zoom

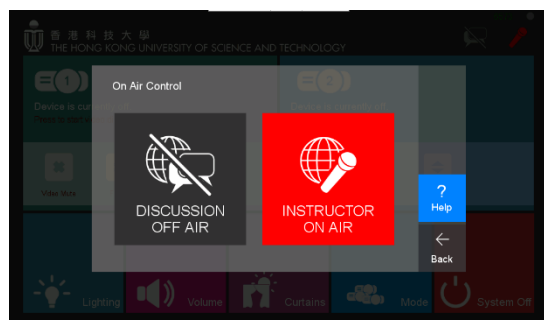
To allow online students to hear the instructor and/or F2F students in Zoom, tap on the icons at the top right-hand corner

Both “Discussion” (i.e. ceiling mic) and “Instructor” (i.e. Mic4Me) are shown as “OFF AIR” by default.

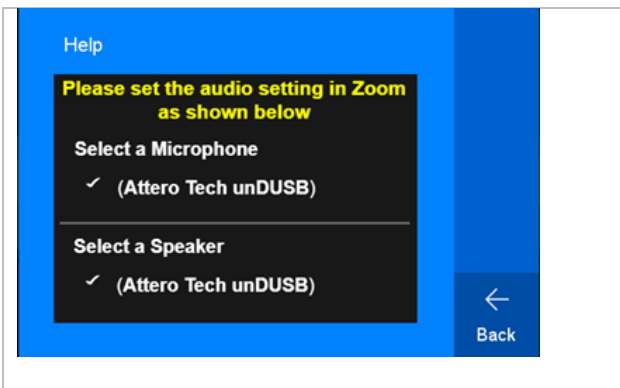

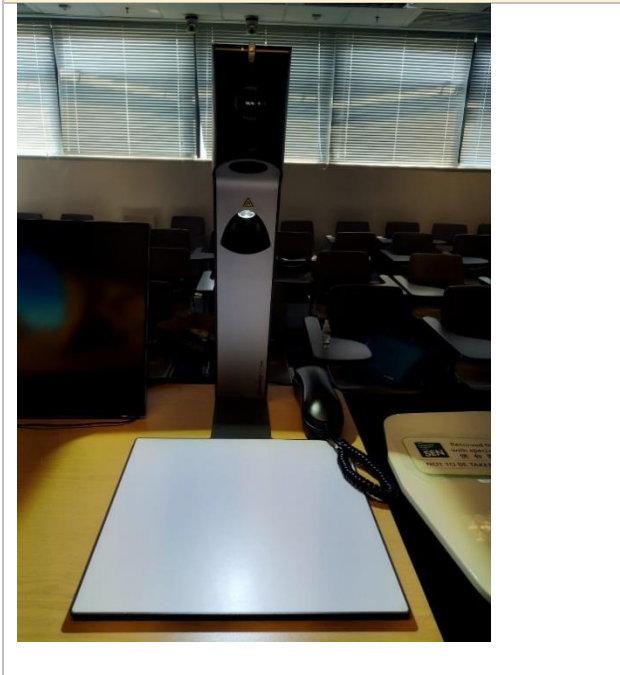


Tap on “Discussion” to enable the ceiling mic, and/or “Instructor” (i.e Mic4Me) to enable Mic4Me

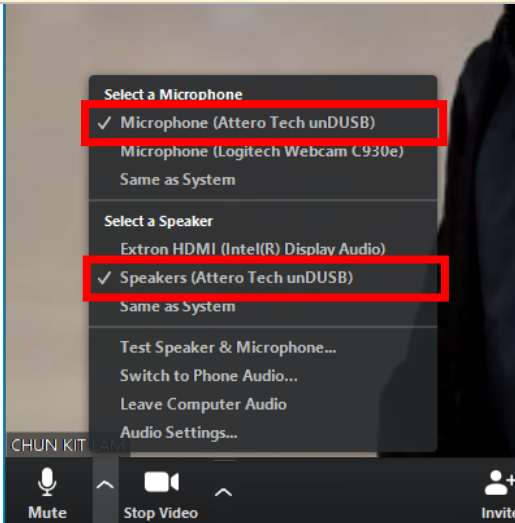
During the in-class discussion, instructors may enable both “Discussion” or “Instructor” so that online students can hear the conversation between F2F students and the instructor



When lecturing, instructor may consider enabling “Instructor”, but disabling “Discussion”, such that online students can only hear the instructor, but not the F2F students

	<p>Tap on “Help” and check the Microphone and Speaker names. The names will be used for setting up the Zoom Meeting</p>
	<p>The microphones that are “On Air” are shown in red</p>
<p>2. Turn on the visualizer</p>	
	<p>To use visualizer in Zoom, you should turn on the visualizer before starting the Zoom meeting</p>

3. Set up Zoom Meeting

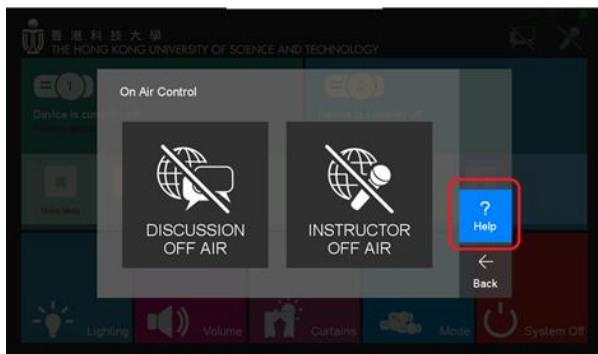


Audio input to Zoom

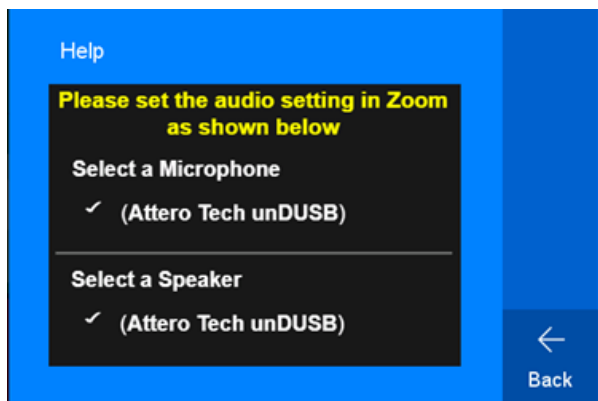
Select **Microphone (Attero Tech unDUSB)**

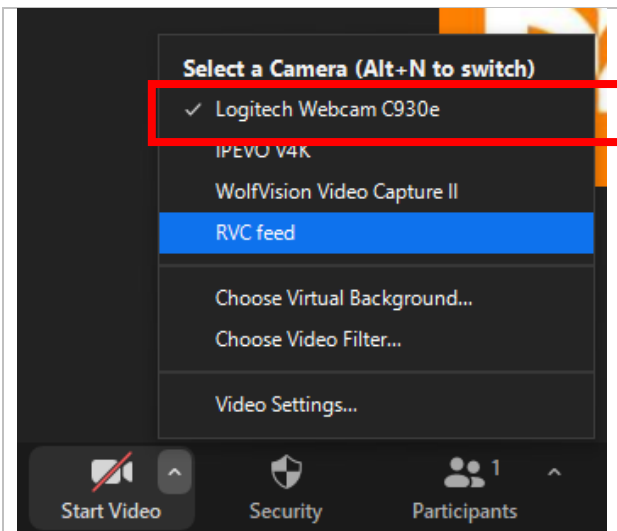
Audio output from Zoom

Select **Speakers (Attero Tech unDUSB)**



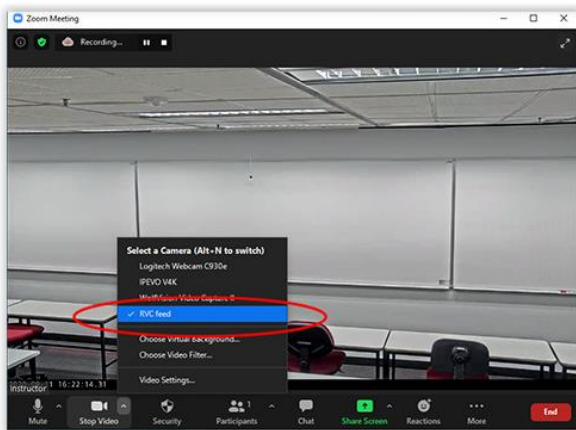
You can check the microphone and speaker names in the help page of the "On Air Control" menu in the control panel and configure in Zoom accordingly.





Video input to Zoom

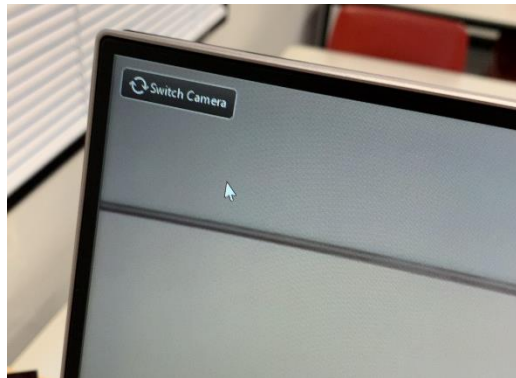
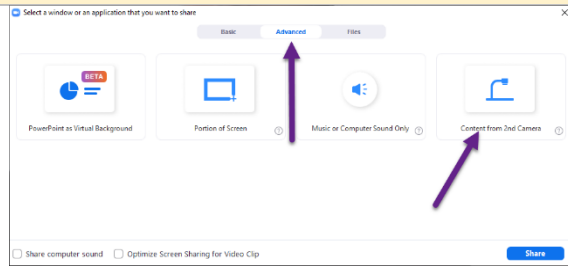
- Select “Logitech Webcam C930e” as video input for the Zoom meeting
- Set the camera position to show the instructor



Besides using “Logitech Webcam C930e”, instructor may also choose “RVC Feed”, which projects the classroom environment

To enable “RVC Feed”, you should request for the RVC service from MTPC. Refer to <https://rvc-mtpc.ust.hk/home> for detail

4. Enable visualizer to online students



To enable the visualizer to online students, select **“Content from 2nd Camera”** under **“Share Screen”** -> **“Advanced”** in Zoom

Press **“Switch Camera”** on the top left-hand corner in case the visualizer does not turn on

Note:

Instructors cannot share both computer screen and visualizer to online students simultaneously

Instructors can share both screens to F2F students if the classrooms are equipped with two or more projectors