




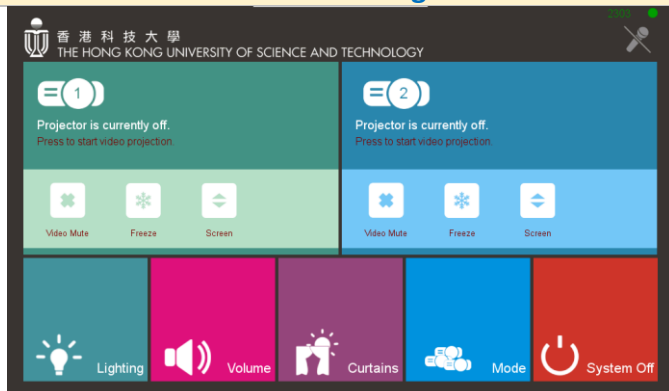
# Classrooms with Mic4Me

## Major equipment for mixed mode teaching

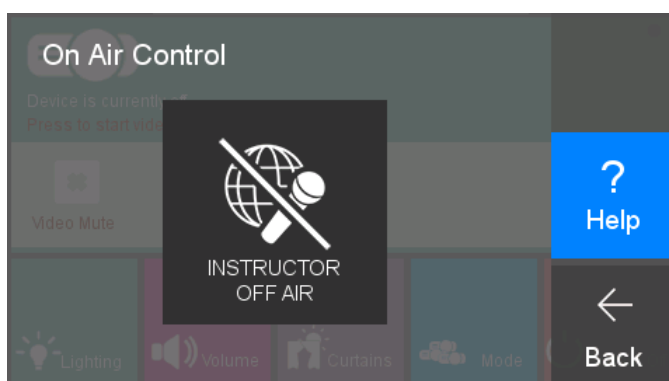
<p><b>1 Mic4Me</b></p> 	<p>Mic4Me is the microphone used in the classroom, and is also the audio input of Zoom meeting to online students</p> <p>Instructors can borrow a Mic4me microphone from the department/ITSC helpdesk. Click <a href="#">here</a> for more info on Mic4me</p>
<p><b>2 Webcam</b></p> 	<p>The webcam will allow online students to see the instructor</p>
<p><b>3 Visualizer</b></p> 	<p>The visualizer allows instructors to display hand-written work or demonstrations to F2F students and online students</p>

## Equipment set up instruction for online students in mixed mode teaching

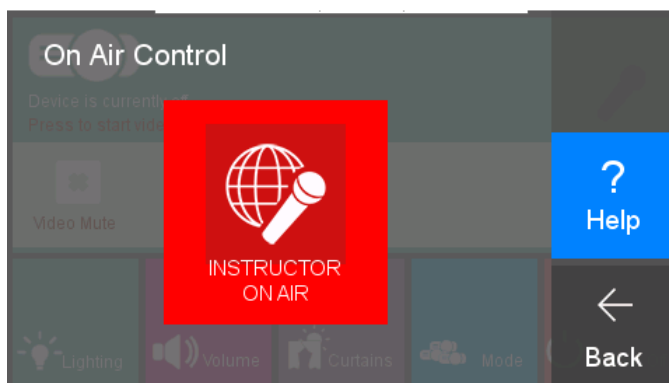
### 1. Connect Mic4Me and configure Mic4Me “On Air” to online students



After turning on the projectors using the control panel and link the Mic4Me with the dock in the classroom, set Mic4me as “On Air” to online students.

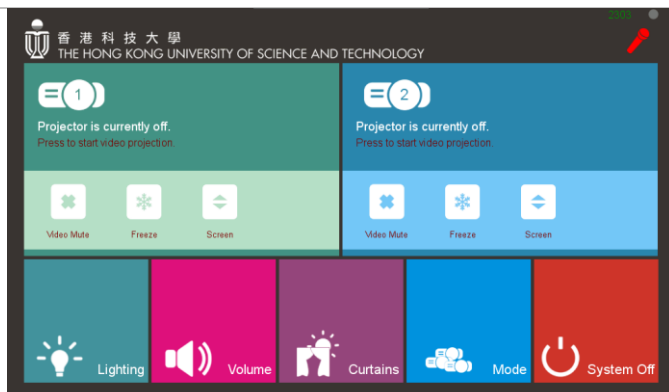


By default, the icon is shown in grey at the top right-hand corner of the control panel. Under this mode, online students cannot hear the instructor in Zoom. To allow online students to hear the instructor in Zoom, tap on the icon at the top right-hand corner



Tap on “Instructor Off Air” button

The button now becomes “Instructor On Air”. Online students can hear you through Mic4Me



The microphone icon is shown in red in the control panel

**Please set the audio setting in Zoom as shown below**

**Select a Microphone**

- ✓ Microphone(Shure Digital)

**Select a Speaker**

- ✓ ExtronScalerD(intel(R) Display Audio)

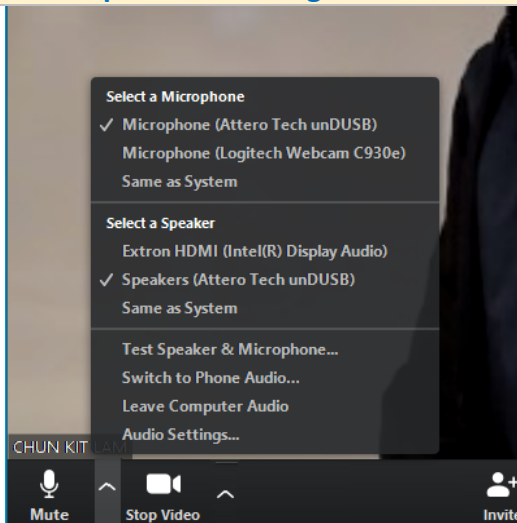
Tap on “Help” and check the Microphone and Speaker names. The names will be useful when setting up Zoom Meeting

**2. Turn on the visualizer**



To use visualizer in Zoom, you should turn on the visualizer before starting the Zoom meeting

### 3. Set up Zoom Meeting

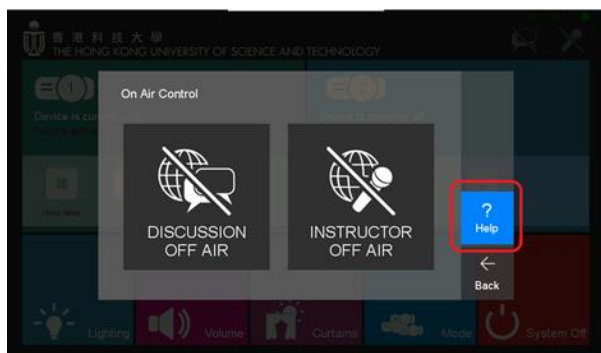


#### Audio input to Zoom

Select either **Microphone (2- Shure Digital)** or **Microphone (Attero Tech unDUSB)** depending on which option shows up in your Zoom audio setting

#### Audio output from Zoom

Select either **Extron HDMI (Intel(R) Display Audio)** or **Speakers (Attero Tech unDUSB)**



Alternatively, 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.

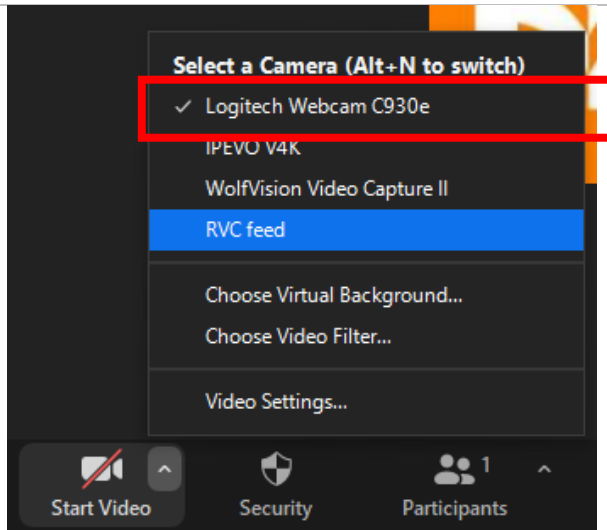
**Please set the audio setting in Zoom as shown below**

#### Select a Microphone

- ✓ Microphone(Shure Digital)

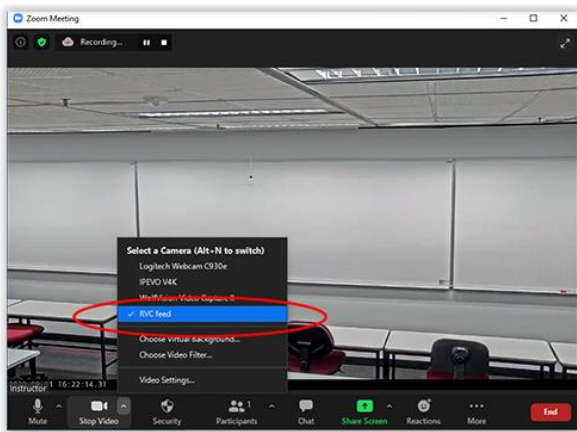
#### Select a Speaker

- ✓ ExtronScalerD(intel(R) Display Audio)



#### Video input to Zoom

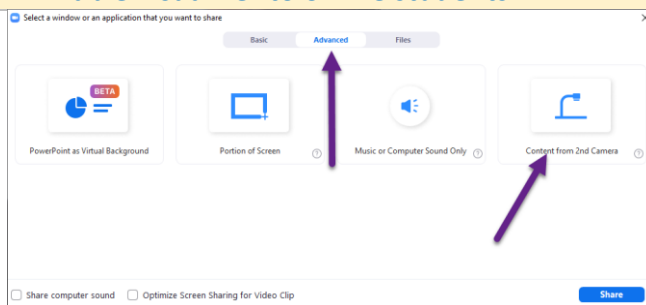
- Select “Logitech Webcam C930e” as video input for the Zoom meeting
- Set the camera position to show the instructor



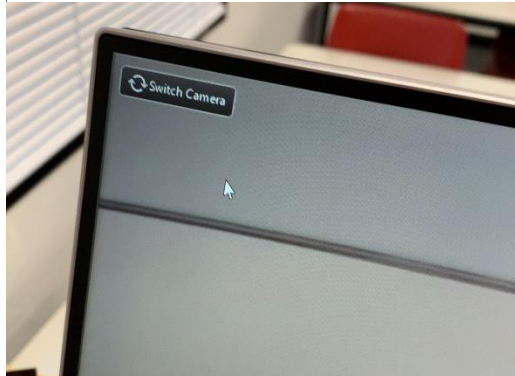
Besides using “Logitech Webcam C930e”, instructor may also choose “RVC Feed”, which projects the classroom environment

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