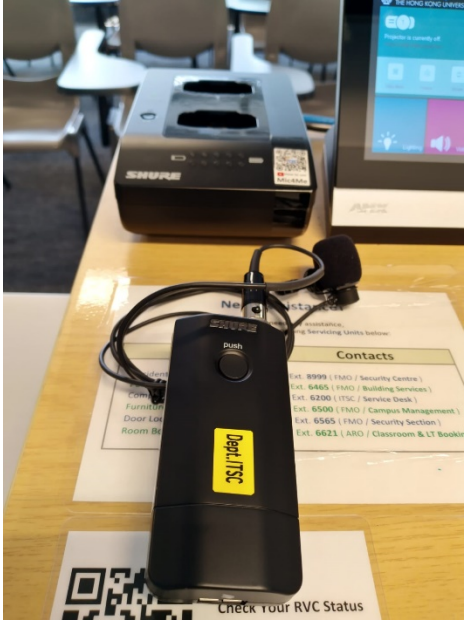# Classrooms with Ceiling Mic and Mic4Me

Major equipment for mixed mode teaching

1	**Ceiling Mic**	The ceiling mic captures F2F students' voice as audio input of Zoom meeting to online students
2	**Mic4Me**	• 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

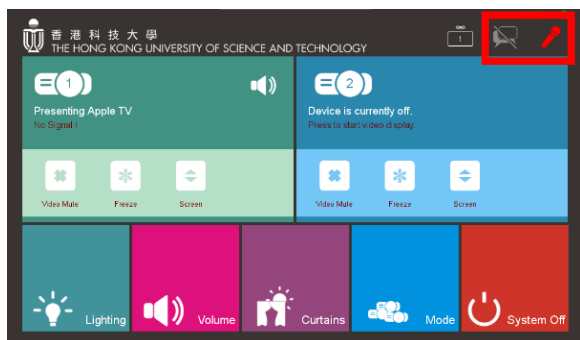| 3	**Webcam**	The webcam will allow online students to see the instructor
4	**Visualizer**	The visualizer allows instructors to display hand-written work or demonstrations to F2F students and online students

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Page **2** of **7**

Equipment set up instruction for online students in mixed mode teaching

1. Connect Ceiling Mic and Mic4Me

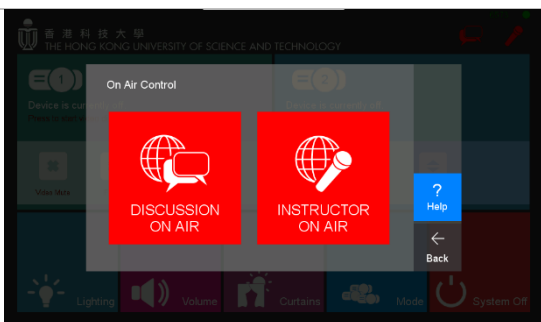First, link the Mic4Me with the dock in the classroom.

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

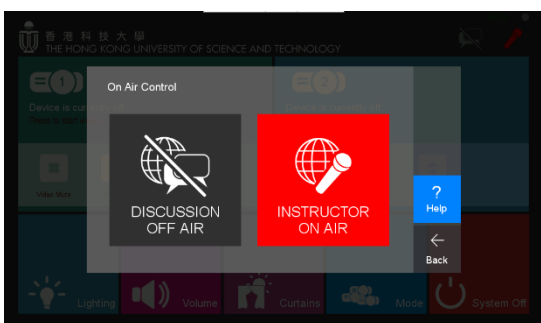The status of the ceiling mic and Mic4Me are shown at the top right-hand corner of the control panel

By default, "Instructor On Air" (i.e., Mic4Me) is shown in red when the projector is on, which means online students in Zoom can hear the instructor through Mic4Me.

"Discussion" (i.e. ceiling mic) is shown in grey, meaning the ceiling mic is turned off. Online students in Zoom cannot hear the in-class students.

Turn on the "Discussion" (i.e. ceiling mic) by tapping on the icon at the top right-hand corner to allow online students in Zoom to hear F2F students.

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
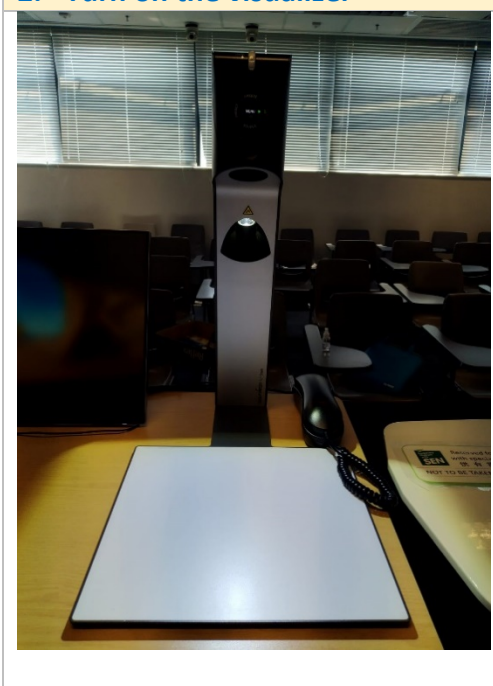

When lecturing, instructor may consider enabling "Instructor", but disabling "Discussion", such that online students can only hear the instructor, but not the F2F students
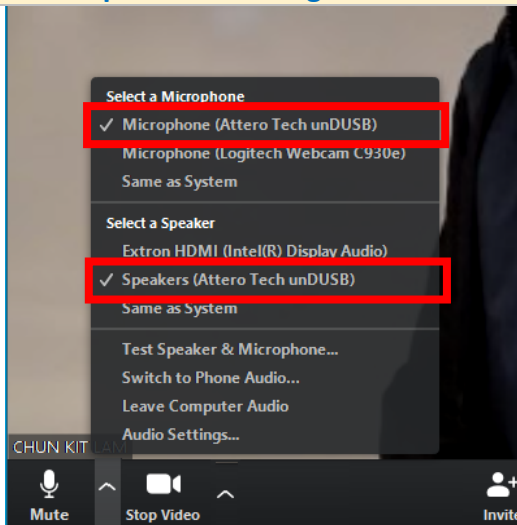
	The microphones that are "On Air" are shown in red

2. Turn on the visualizer

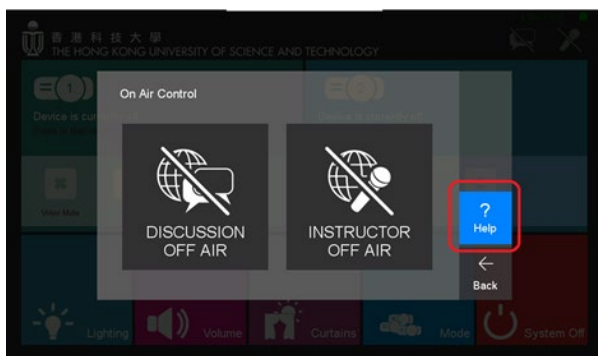|	To use visualizer in Zoom, you should turn on the visualizer before starting the Zoom meeting

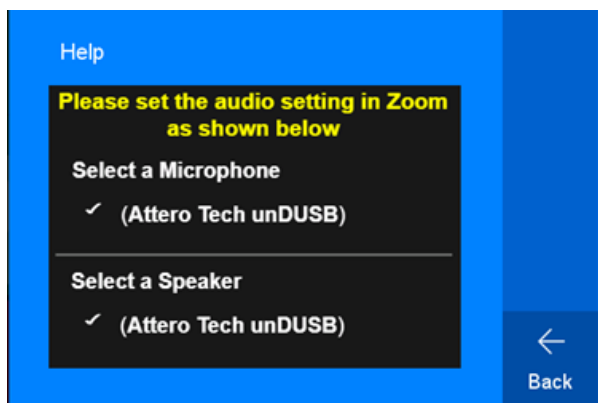## 3. Set up Zoom Meeting

Audio input to Zoom
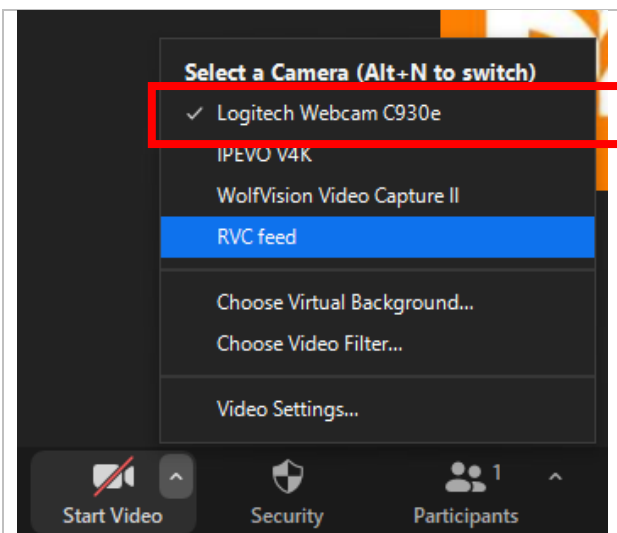Select **Microphone (Attero Tech unDUSB)**

Audio output from Zoom
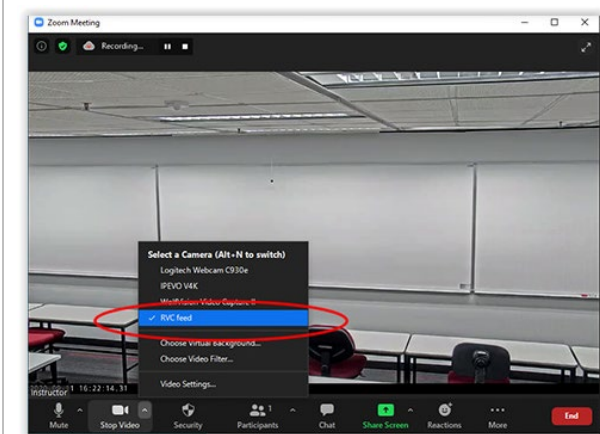Select **Speakers (Attero Tech unDUSB)**

You can check the microphone and speaker names in the help page of the "On Air Control" menu <u>in the control panel</u> and configure in Zoom accordingly.
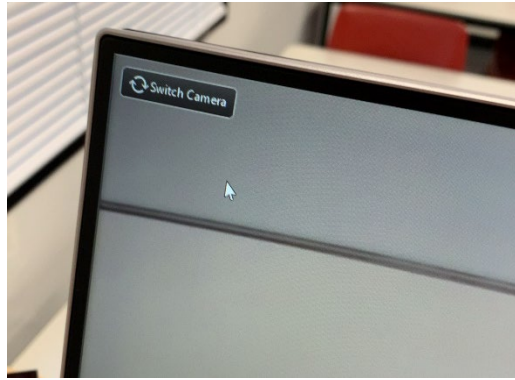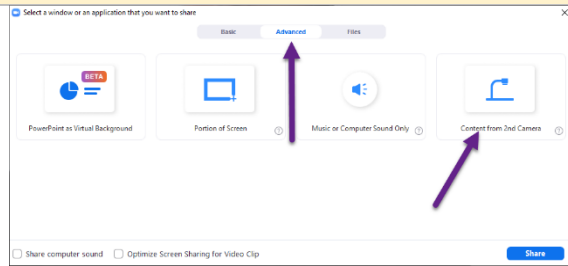
Video input to Zoom
- Select "**Logitech Webcam C930e**" as video input for the Zoom meeting
- Set the camera position to show the instructor

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

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