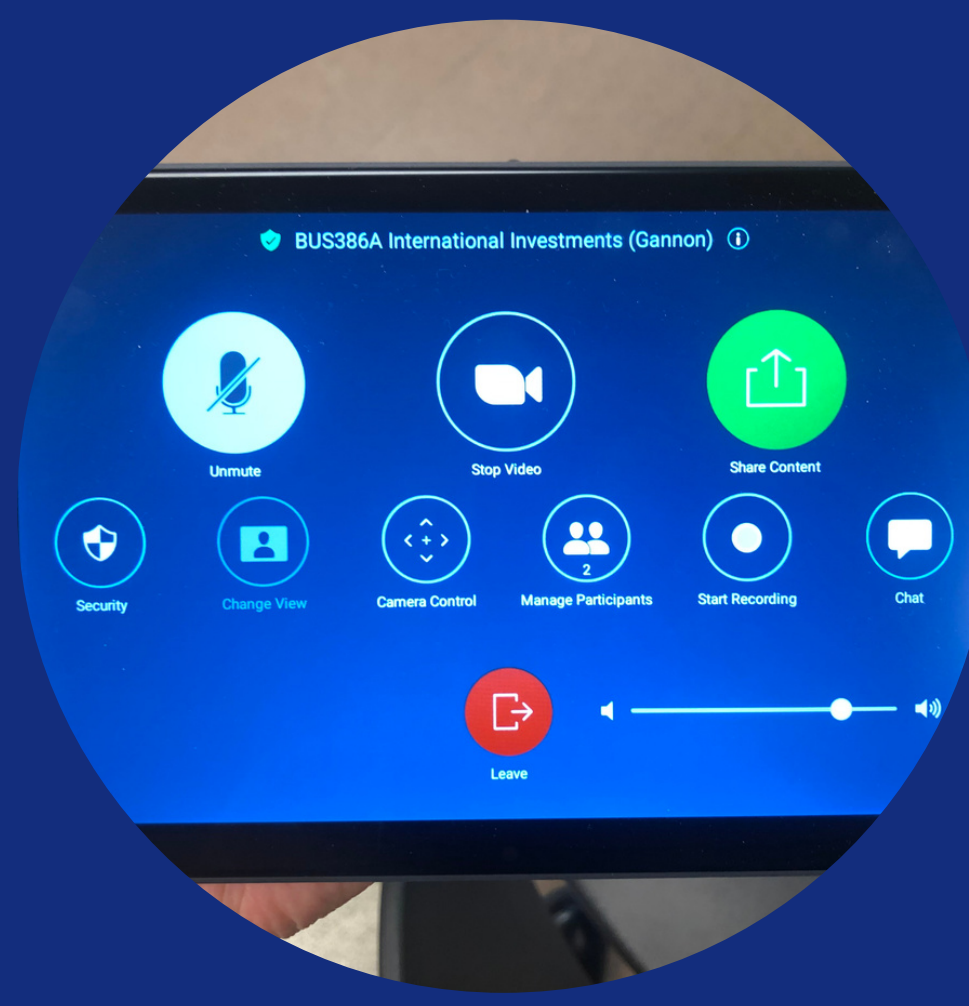# How to use our Hybrid Technology

Hardware

TV Monitors: There are two in each room. One shows the classroom view while the other highlights the current speaker.Virtual students can see the entire classroom, with the exception of anyone right under or behind the screens.

The Neat Pad: This pad is all you need to control your meetings. Below are more instructions on how to use the pad.

The Neat Bar: The Neat Bar controls sound. With it, virtual students can hear what is happening in the classroom. The bar will never need to be adjusted at all.

Hardware Rules

PLEASE DO NOT MOVE THE MONITORS FOR ANY REASON

In the City Room, the Neat Bar in the middle of the room is not to be moved from its current location.

ALWAYS CALL I.T. IF YOU HAVE ANY QUESTIONS

They are on-call to help and are equipped to handle any situations that may arise. You can also ask Student Services any questions.

DO NOT UNPLUG THE NEAT PAD

But if you need to for any reason, please hold down the small clip before you pull the plug otherwise you will break the clip.

Please Note

FOR CLASSES

The Registrar created recurring meetings for each class for the entire semester so if you do not see your class on the 'Meetings List,' contact I.T. immediately. No class should need to create a meeting on the spot.

FOR ALL OTHER EVENTS

To use the hybrid technology, complete the Space Reservation Request Form and click yes to "Will you be using the hybrid technology?" Student Services will create a Zoom meeting for your event and link it to your Google Calendar confirmation.

Prior to the Meeting

This is what the tablet should look like. If it does not, press "Meeting List" to show all of the events scheduled for the given classroom.
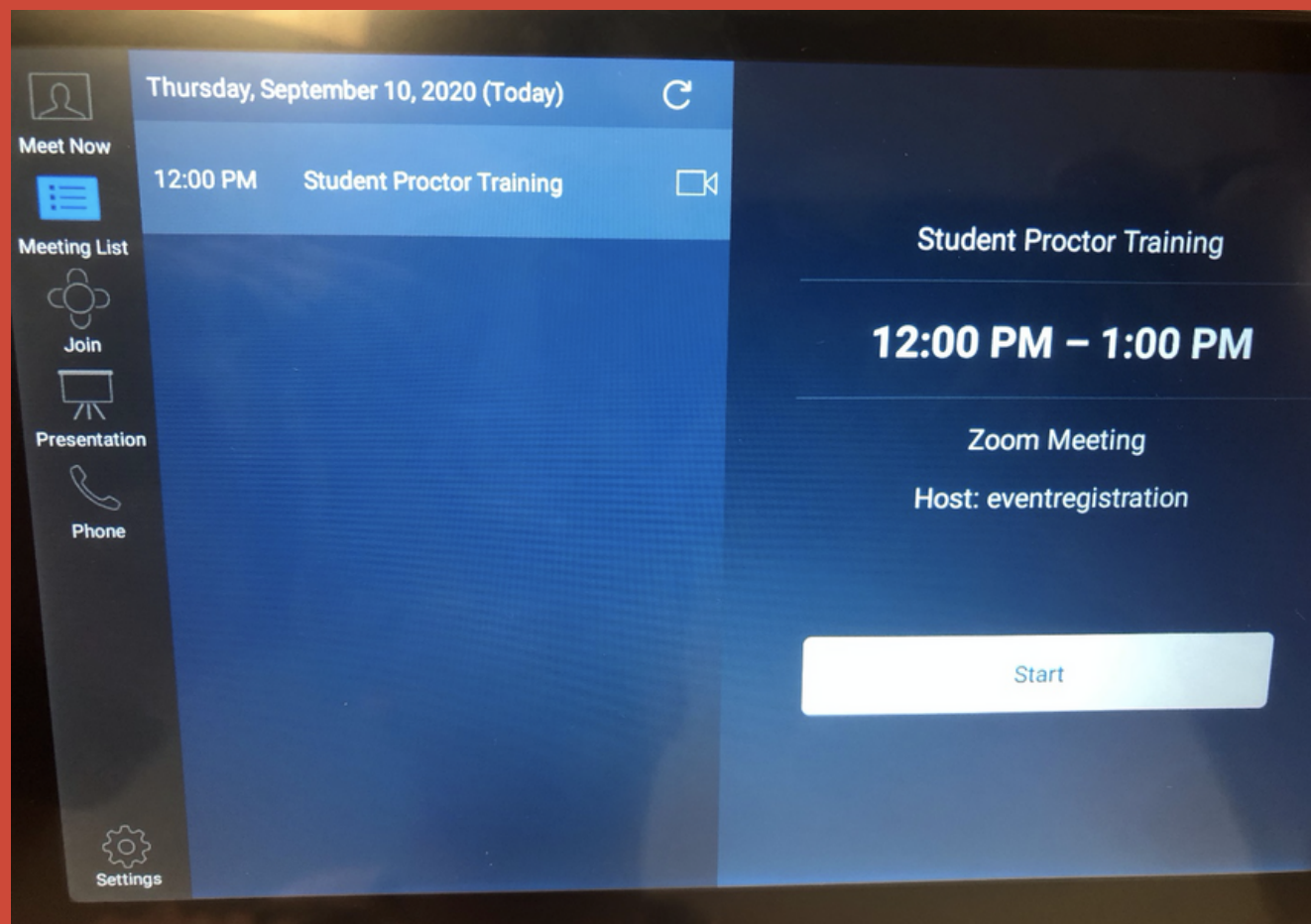

> To start your event, simply press on your event and then press start.

> If you do not see your meeting here, contact I.T. or Student Services immediately. **Do not create your own meeting**.

> Arrive at least 5 minutes early so that virtual guests have time to join beforehand instead of when the event is already in progress.

Meeting Tools

This is what the screen will look like. By default, the camera is off at the start and the mic is unmuted.
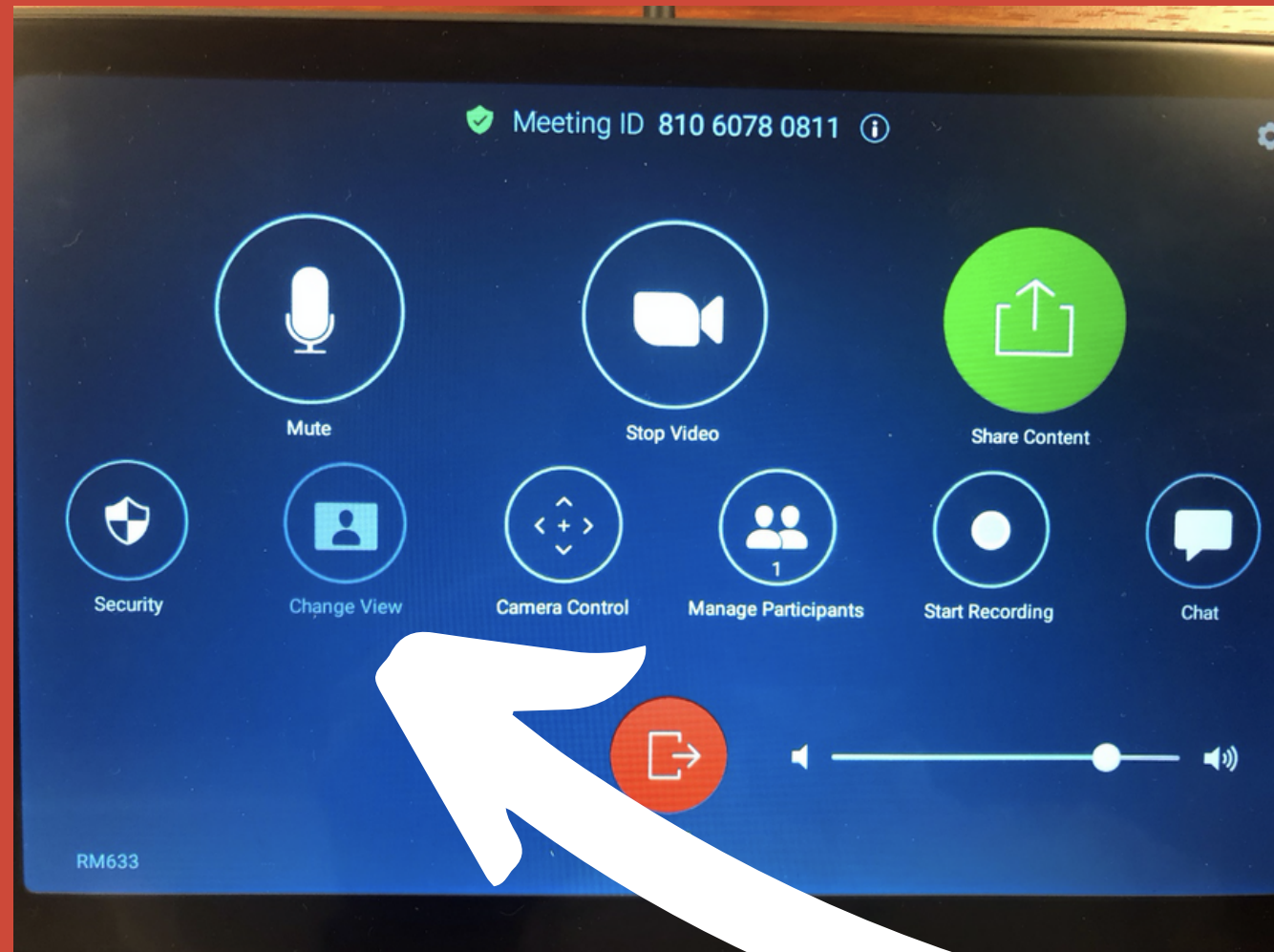
When ready, turn camera on by pressing the start video button.

The volume control in the bottom left controls the audio of those tuning in virtually. This is the default level and can be raised if desired.

You won't need to do anything with the change view button at any point.

Camera Control

The directional pad changes where the camera is pointing. The + and – control the magnification of the camera. Please use these presets if the camera is not where you want it - do not move the TV stands.

Preset 1: the most zoomed out. In most classrooms, it will show most of the room since it is an ultra-wide camera lens.

Preset 2: the middle ground between preset 1 and 3.

Preset 3: the most zoomed in. It is generally pre-focused on the podium/projector screen in the classroom. (We suggest using this if you are writing on the white board.)
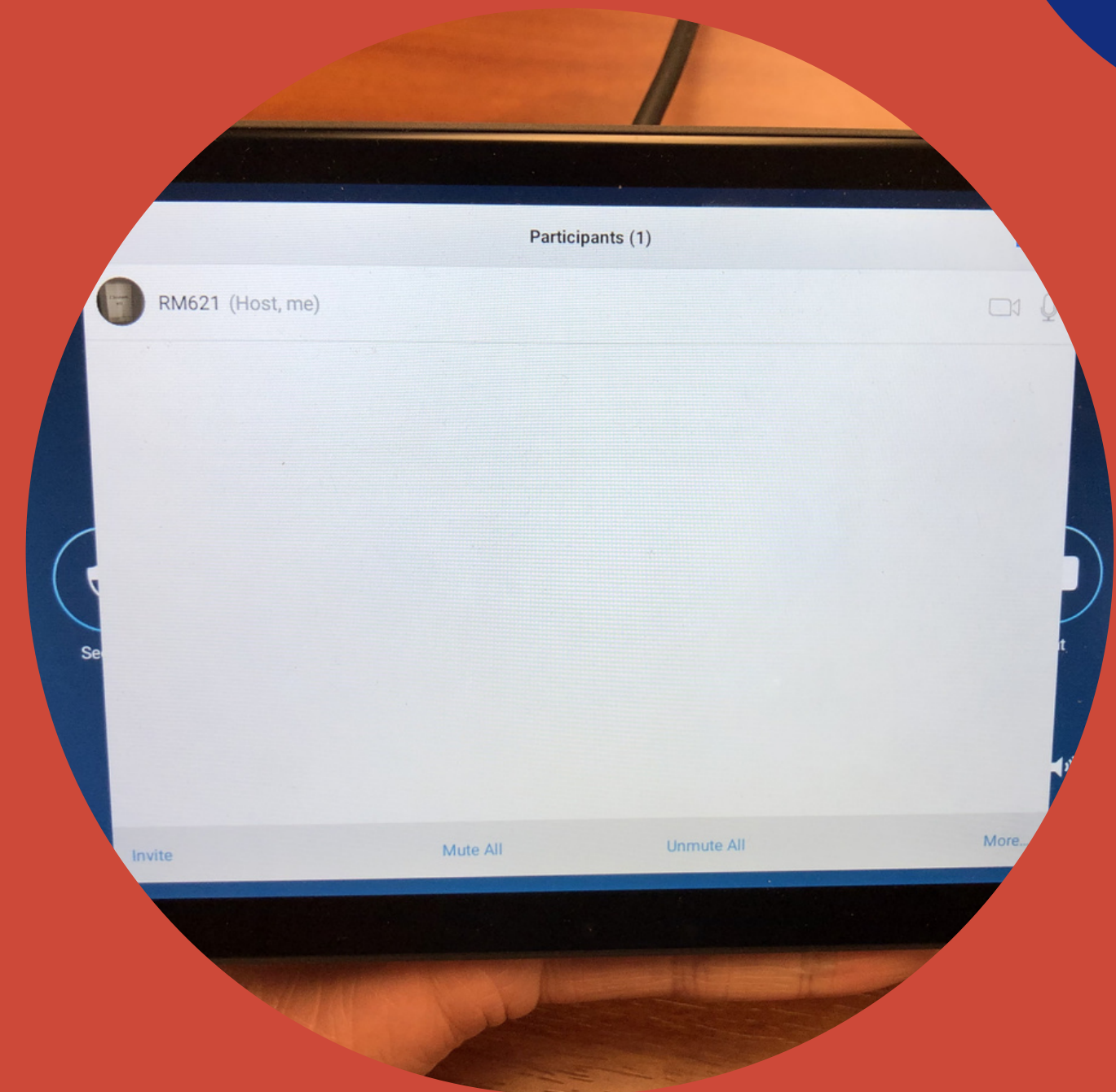
Manage Participants

Use to view all people in the call or to admit participants from a waiting room.

To **manually invite someone**, press the invite button at the bottom left of this screen and invite an existing contact or through email.

From this page you can mute/unmute all, lock meeting, enable waiting room, etc. Clicking on someone's name will allow you to pin video, rename participant, make cohost, stop video or mute. You can also remove someone from the call, mute participants upon entry, show non-video participants, hide self view, etc.
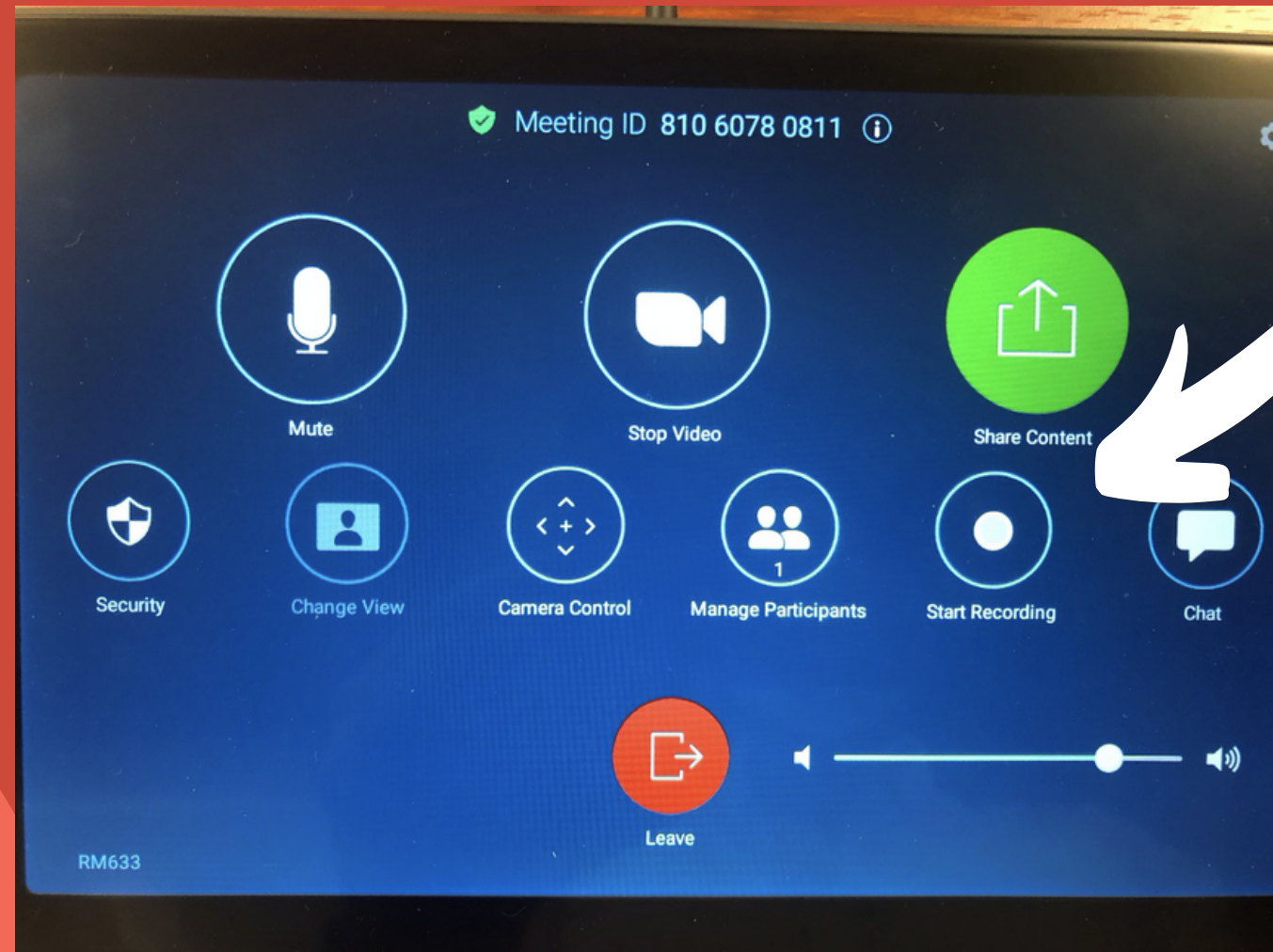
Security

Use this button to lock meeting, enable waiting rooms, change participant settings, or allow screen sharing (this includes sharing your own screen which is covered extensively in the next step.)
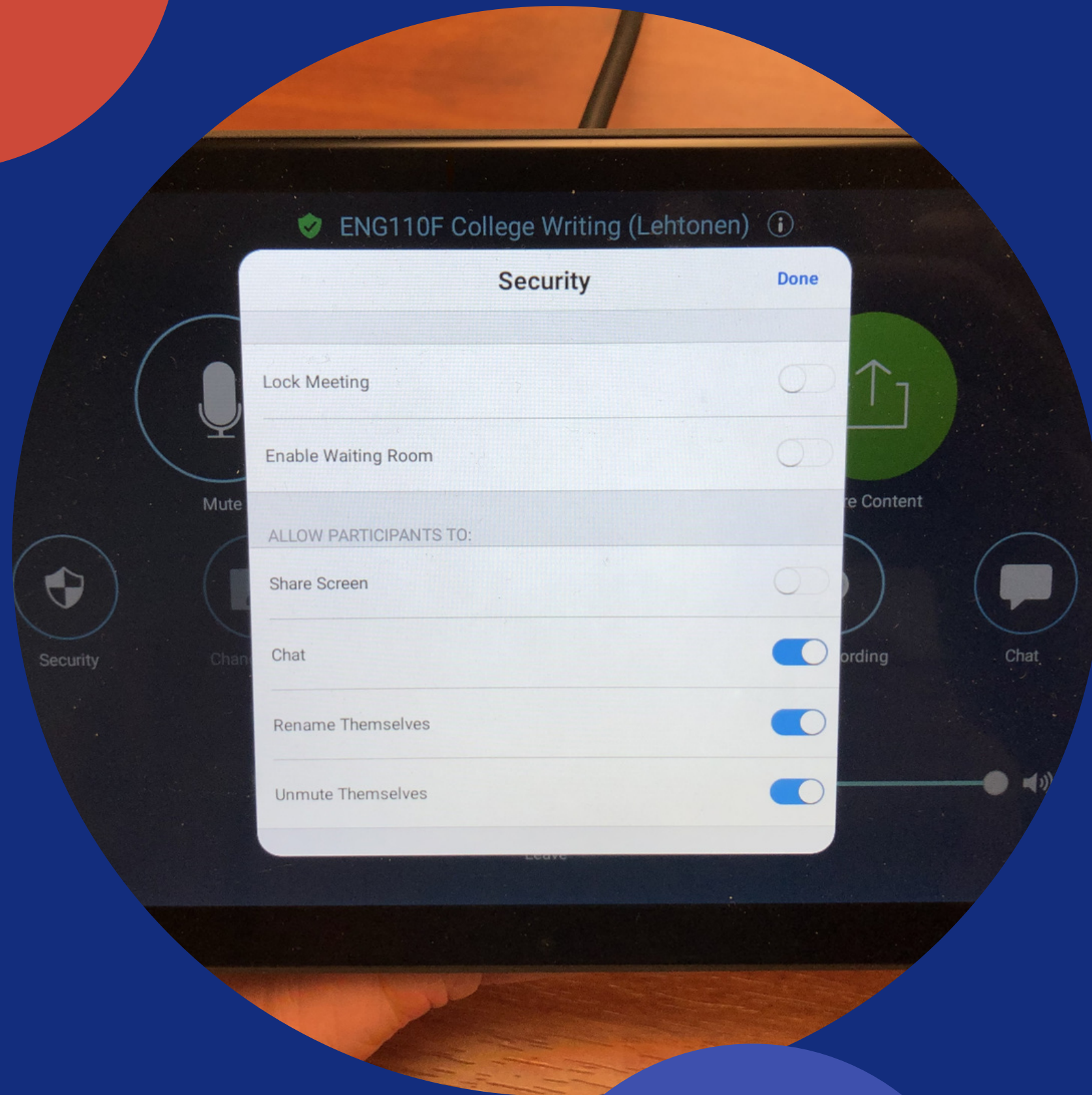
Record

IF YOU PUSH "START RECORDING" ON THE NEAT PAD:

Press the 'start recording' button to start recording. Once you do, the start button is replaced by a 'stop recording' button which you can push to stop recording. The recording is automatically sent to our I.T. department. To access the recording, submit a helpdesk ticket and they will send you the recording.

## IF YOU PUSH "START RECORDING" ON YOUR PERSONAL COMPUTER:

Before you start recording Zoom will give you the option to save recording to the cloud or to your computer. If you record to your computer it will automatically save on your device after the meeting ends. If you record to the cloud email Student Services at eventregistration@tkc.edu and request the recording.

How to Share Content
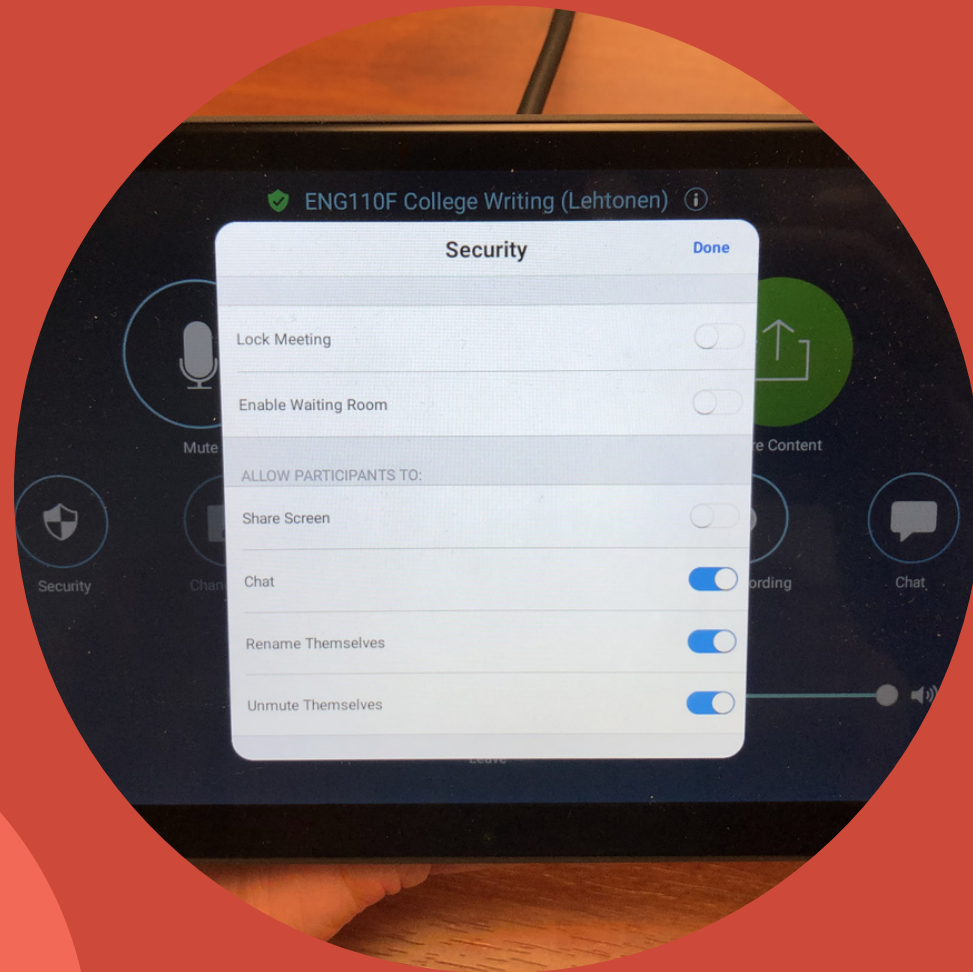
STEP 1

Click "security" and enable share content in settings.
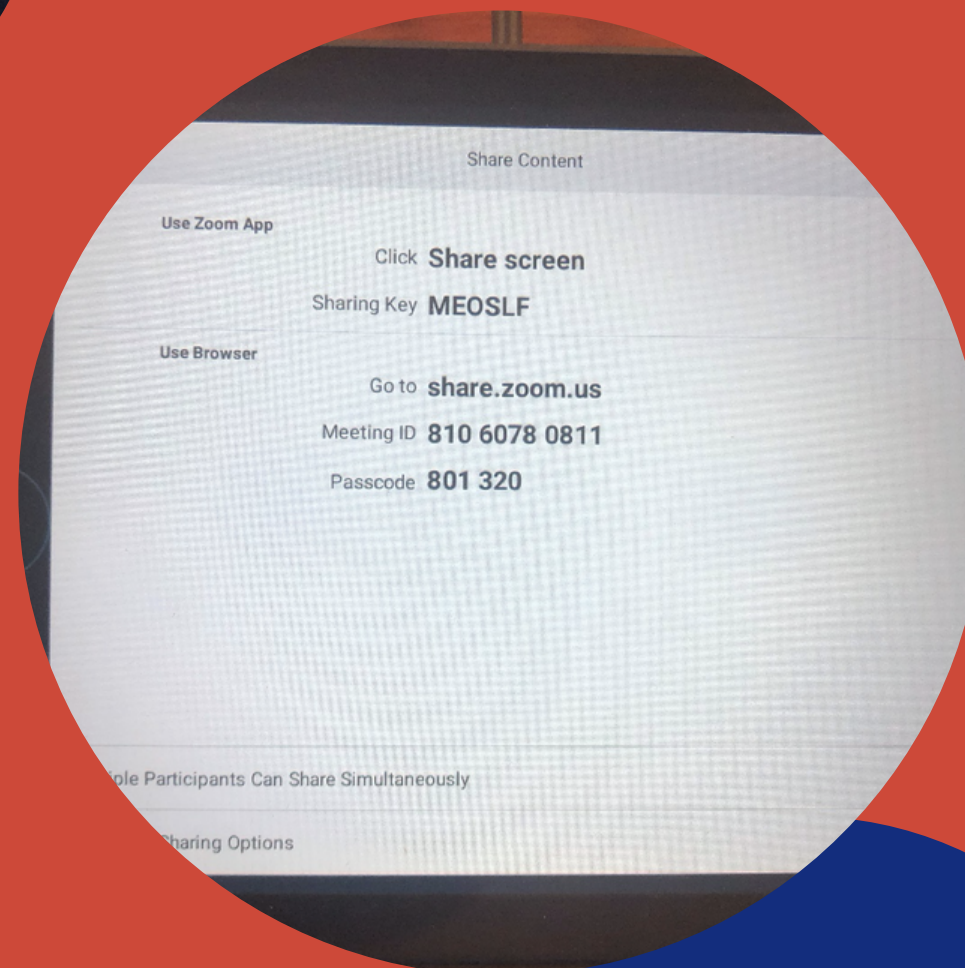
STEP 2

Return to main meeting menu and press the green share content button which bring up this screen:

STEP 3

On either the classroom desktop or your own device, open the zoom client. Instead of clicking "join a meeting", click sign in (professors, sign in with your Zoom login information; everyone else, please see Student Services who will login for you.) This will then bring you to this page -->

STEP 4

Click on share screen and input the meeting ID and passcode from the tablet. Select which screen you want to share (entire screen, specific programs or pages, etc.).

Hosting an Event in Multiple Classrooms

IF YOU RESERVED MULTIPLE CLASSROOMS FOR YOUR EVENT WITH STUDENT SERVICES...
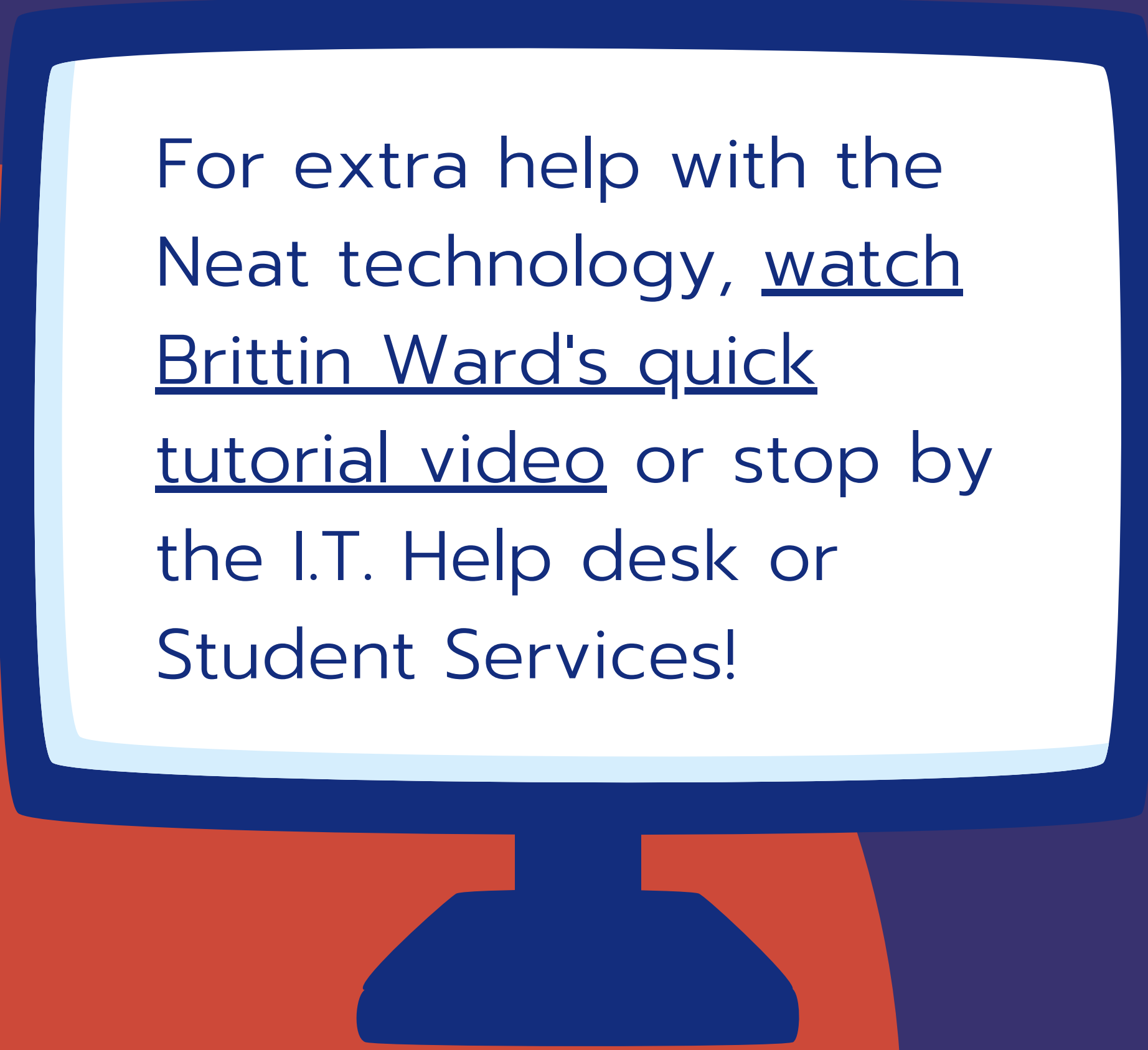
▶ STEP 1

Click 'Manage Participants'.

▶ STEP 2

Click invite and under contacts, add the other classroom to your meeting.

▶ STEP 3

The Neat Pad will ring in the classroom you are inviting. Accept the invitation in the invited room. Once you have done so you will be able to project host an event that is projected in both rooms.

For extra help with the Neat technology, watch Brittin Ward's quick tutorial video or stop by the I.T. Help desk or Student Services!

That's it!