



## Power on the Room Audio/Video



The room audio/video is controlled by the small Extron screen located next to the computer monitor on the instructor podium. Tap the Extron screen once or twice to wake it up and wait a minute or two for the room audio/video to activate. The room projector or wall monitor will power on and start to display.

## Log into the Instructor Computer



The all-in-one computer located on the instructor podium should be powered on, but if it is not, use the keyboard to enter **Alt-P** (hold down the Alt key and tap the letter P) to start it up. At the Windows sign on screen, enter your Cardinal username and password to log on:

- Your Cardinal username is the first portion of your Catholic University email address (username@cua.edu); enter only the username portion, omitting the @cua.edu
- Your Cardinal password is the same password that you use for Cardinal Mail, Cardinal Learn (Blackboard) and Cardinal Students (PeopleSoft)
  - o You can reset your Cardinal password from any browser: [password.catholic.edu](http://password.catholic.edu)

## Launch a Zoom Meeting

Log onto Cardinal Mail at [mail.google.com](http://mail.google.com) specifying your *username@cua.edu* and Cardinal password.

Launch the Zoom meeting in one of these two ways:

1. Open your Calendar at [calendar.google.com](http://calendar.google.com), click your class appointment and click its blue **Join Zoom Meeting** button and follow on-screen instructions. – OR –
2. Browse to [zoom.catholic.edu](http://zoom.catholic.edu) and click **Sign in** (if prompted, log on with Google as above). Click the link for the meeting. Click **Start this Meeting** and follow on-screen instructions.

Please be sure to:

- Select **Join with Computer Audio** in Zoom.
- Use the Security button in the Zoom menu bar to turn off the Waiting Room.
- Turn on video in Zoom (select the Extron option if you need to identify a camera).
- Make sure you are not Muted in Zoom.



For a video walkthrough of using Digital Presentation Room technology and using the document camera, please visit:

[technology.catholic.edu/resources/classrooms](http://technology.catholic.edu/resources/classrooms)