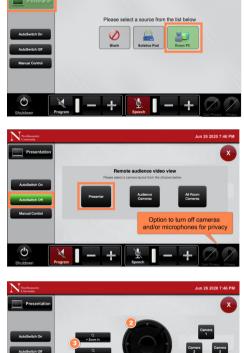# NUFLEX TECHNOLOGY QUICK GUIDE
## Auto & Manual Rooms

The below instructions will help instructors lead digitally flexible courses from the classroom.
Find more information at **classroom.northeastern.edu** .

**1.** Touch "Presentation" (or "AV Routing"), then "Room PC" to turn the room cameras and microphones on.



**2.** Touch "Autoswitch Off" to choose the camera view you would like the remote audience to see.

- Choose "Presenter" so that students joining remotely will see the instructor-facing camera view.
- To show only the student portions of the room, choose "Audience Cameras".
- To show participants both the student-facing and instructor-facing camera views at same time, choose "All Room Cameras".



## Optional

For precision control over the camera view shown to participants, touch "Manual Control":

1. Touch the camera you would like remote participants to see, or start with a preset camera configuration.
2. Move the camera up/down, left/right with the directional control.
3. Touch "Zoom In" or "Zoom Out" to make adjustments.



**3.** Log into the classroom computer and launch Panopto or join the Microsoft Teams or Zoom session. When the camera and mics in Panopto, Teams, or Zoom are enabled, the chosen camera settings will determine the camera view shown to remote participants.

## Optional

To share the device screen after connecting the classroom PC to room audio:

1. Join your Zoom session on the device you want to use (E.g. Laptop, iPad).
2. Choose to not connect audio.
3. Share your screen using Zoom. It will be pushed to the classroom system and remote participants.

# NEED SUPPORT?

To request support be dispatched to your location, email **classroomITsupport@northeastern.edu**.
Be sure to include the building name and room number in the email subject line.