

PUSH BUTTON CLASSROOM QUICK GUIDE

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

1. Touch "PC" on the left of the push button panel to link the room camera, microphone, and speakers to the classroom computer.
2. Choose the preset camera view you would like the remote audience to see. Adjustments can be made throughout the class session and will be easiest to see in the Panopto, Zoom, or Teams video preview window.
3. Adjust the camera settings as necessary to provide a better view.
 1. Move the camera up/down, left/right with the directional controls in the outer ring.
 2. To zoom in, press and hold the (2) button while pressing the upper button in the outer control ring. To Zoom out, press and hold the (2) button while pressing the lower button in the outer control ring.
4. 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 the Zoom or Microsoft Teams session on the device you want to use (E.g. Laptop, iPad).
2. Choose to not connect audio.
3. Share your screen using Zoom or Microsoft Teams. 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.