



THE UNIVERSITY OF ARIZONA HEALTH SCIENCES
BioCommunications



**Pharmacy
Information Technology**

Drachman Rooms B109, B111 Technology and Zoom Guide

The University of Arizona College of Pharmacy is introducing hybrid classes for the Fall 2020 semester that will offer both in-person and online attendance options for students. Because of this change, the technology in Drachman rooms B109 and B111 now have Zoom capabilities integrated into the system.

The Audiovisual Technology in the classrooms will work the same as before but now with the ability to connect to your class via Zoom.

(OPTIONAL) A laptop will be available in addition to the classroom desktop computer for professors to use in case they want to see the Zoom chat while teaching.

If you bring your own laptop, HDMI and VGA cables are available for presentations. If your laptop doesn't have these connections, you will need to bring the appropriate adapters.

EX: Newer MacBook's require **USB-C to HDMI** or **USB-C to VGA** adapters

System Startup

- The touch screen should show “Press Anywhere to Begin”. Press the screen.
- The touch screen will load the main selection screen. By default, the system will send the room PC to all displays. It will take the front facing projectors about a minute to ramp up to full illumination.
- On the main selection screen, presentation devices are on the left side of the panel. Displays are on the bottom of the panel.

Global buttons

- Lights
- Annotation
- Conference Controls
- Audio

Sources

- Select what you would like to share on the displays below.
- If you would like to see Phoenix students, select “Video Conference 1.” We usually display this on the “Right Display-VTC Primary” destination.

Destinations

- Select a source then touch each display to share.
- What is displayed on the “Right Image (capture)” projector is what Phoenix sees & what is recorded.

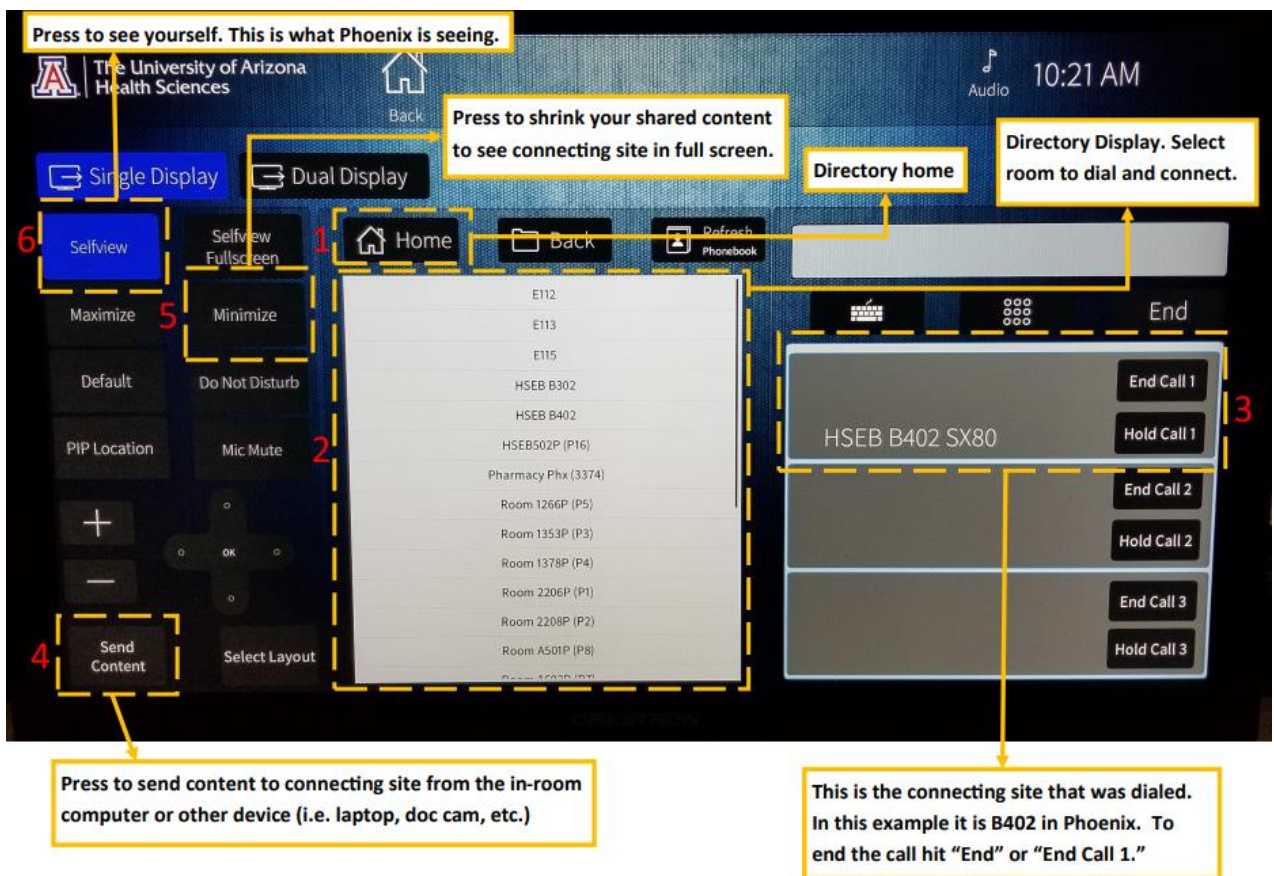
- To send a device to a display, first select the device on the left. A preview will be shown on the touch panel. While the device is selected, touch the icon of the display you would like to send it to on the bottom part of the panel. Each display will show what is being sent to it underneath its icon.

Connecting to Zoom

- On the home screen there is a “**Conference Controls**” option in the TOP menu bar. Select this.

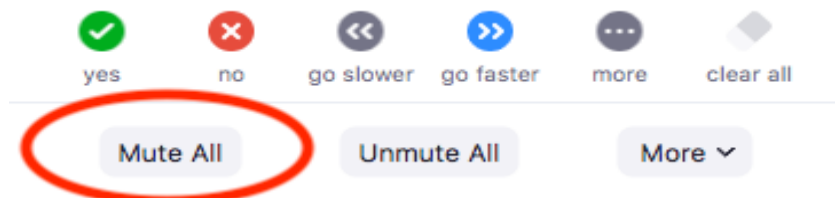


- This will re-direct you to a new menu that will give you the option to look at a “**Contact List**”. In this contact list there will be an option for College of Pharmacy Classes. BioCommunications will be listing all the Zoom class links in this folder by the name of the professor.

A screenshot of the Zoom app interface during a conference call. The screen is annotated with yellow boxes and numbers 1 through 6. At the top, it shows 'The University of Arizona Health Sciences' logo and '10:21 AM'. The main area displays a list of contact sites, including 'HSEB B302', 'HSEB B402', and 'HSEB502P (P16)'. On the right, there are call controls for 'HSEB B402 SX80', including 'End Call 1', 'Hold Call 1', 'End Call 2', 'Hold Call 2', 'End Call 3', and 'Hold Call 3'. On the left, there are various call settings like 'Selfview', 'Maximize', 'Default', and 'PIP Location'. Annotations include: '1' pointing to the 'Home' button; '2' pointing to the 'Mic Mute' button; '3' pointing to the 'End Call 1' button; '4' pointing to the 'Send Content' button; '5' pointing to the 'Maximize' button; and '6' pointing to the 'Selfview' button. A text box at the top left says 'Press to see yourself. This is what Phoenix is seeing.' Another text box at the top center says 'Press to shrink your shared content to see connecting site in full screen.' A text box at the top right says 'Directory Display. Select room to dial and connect.' A text box at the bottom left says 'Press to send content to connecting site from the in-room computer or other device (i.e. laptop, doc cam, etc.)'. A text box at the bottom right says 'This is the connecting site that was dialed. In this example it is B402 in Phoenix. To end the call hit "End" or "End Call 1."'

This example is showing a conference call that is being made to room B402 in Phoenix. The difference you'll see when connecting to a Zoom meeting is: (2) will show the contact list of Zoom Meetings and (3) will show the Meeting or Zoom name.

- When you come to class you will go to this contact list and select your class. This will join the room's technology (Cameras, Microphones, etc.) to your Zoom meeting. The students online will then be able to see and hear you.
- Zoom meetings will automatically start being recorded so they can be uploaded to D2L.
- The students that are joining the class via Zoom will be able to ask questions and interact with the class using the microphone and camera they have on their computer. If you would like to mute all students on Zoom you can do this by joining the Zoom meeting on the laptop provided and selecting "Mute All".



- If the provided laptop is used, make sure that no audio device is selected on Zoom. Muting the Zoom meeting won't work properly. Not selecting an audio device will prevent the audio on the Zoom meeting from sounding echoed and having interference with the classroom audio.

(You'll know that no device is selected if the audio option is "Join Audio")



Other Notes:

- All these notes and examples refer to the B109 controls, there are minor differences in B111. All these examples will work in both rooms.
- Phoenix cannot control our Tucson rooms and vice versa.

For Technical Support Call: BioCom - (520) 626-0151 COP IT - (520) 626-8001