Hybrid Teaching Stations

For Zoom enabled classrooms
Please Note:

Please **DO NOT** alter settings or cables on the physical teaching station, as it may impact other instructors negatively. Thank you.
STEP 1

Log into the computer, using your Net ID and password.
STEP 2

Launch content (ie. PowerPoint) you wish to the projector and/or screen share over Zoom.
STEP 3

Launch Zoom by double clicking the icon. Once prompted, click on “Sign In”.
STEP 4

Choose “Sign In with SSO”. Then type “stonybrook” in the box that says “zoom.us”. *You should only have to type this on your first login.
STEP 5

You will then be prompted to log in with your Net ID and password. If you have an active DUO (two factor authentication) account, you will be prompted to verify using your personal device. You may now start your ZOOM call.
STEP 6

Once in the call, click on the caret on the microphone icon which is located at the bottom left of the Zoom call. Make sure that “Logitech MeetUp Speakerphone” is selected. This will capture the audio from the instructor.
Located directly below the microphone selection is the speaker selection. Under select a speaker, make sure that “Crestron” or “Speaker/Headphones” is selected. This will play the Zoom calls audio through the rooms speakers.
STEP 8

Click on the caret on the video icon, located next to the microphone icon.

For the **instructor's camera** select “BCC950 Conference Cam”. Remote participants will see a close-up shot of the instructor.

For the **audience camera** select “Logitech MeetUp”. Remote participants will see a wider shot of the classroom.
Some rooms have different Audio and Video configurations based on the technology in the room. For rooms transmitting audio via an AV Bridge, log into ZOOM as normal, then click on the caret on the microphone. Make sure the Microphone (AV Bridge) is selected.

*These rooms are:
- ENG 143, 145
- Frey 105, 205, 217, 305, 320
- Harriman 137
- Humanities 1003, 1006
- Library W4540
- Lite ENG 102
- MART 4A-0101(A,B), 5A-1000
STEP 10

For rooms transmitting audio via network device, log into ZOOM as normal. Locate the NDI icon in the tray on the bottom right. Right click on the icon, find your room and select zoom.

*These rooms are:
• ESS 001
• Frey 100, 102, 104
• Javits 100, 101, 102, 103, 109, 110 and 111.
While in Zoom, click on the caret on the microphone. Make sure “NewTek NDI Audio” is selected.
STEP 10b

While in Zoom, click on the caret on the video icon. Make sure “NewTek NDI Video” is selected.
STEP 11

To share your screen, click on the Green “Share Screen” icon, located on the bottom of the zoom call. Select which screen you want to share. Then click “Share”.

![Image of screen sharing process]
STEP 12

You must drag each Zoom window over from the primary monitor to the secondary monitor each class session.
STEP 13

You **cannot** use Presenter’s View while in a Zoom call. To turn it off, click on “Slide Show”. Then, click on the drop-down menu for “Monitor” and select “Primary Monitor”. Next, uncheck the “Presenter View” box. Your preferences will remain after the first time they are set.
To annotate on your slides, simply start the slide show. Then move the mouse to the bottom left of the slide. A menu will pop up.
STEP 15

Select the pen icon and what color ink you would like. You can use the stylus, located under the monitor. In SMART monitor rooms, you can use the tethered SMART pen. The annotations will remain on the slide until they are erased.
STEP 16

Please remember that this is a GENERAL help guide, as there are many variables when dealing with presentation equipment. Please contact our support office at (631) 632-9400 for further assistance.