

# Guides to streaming equipment in classrooms

KU SCIENCE

## Step 1



- Plug the **HDMI** or VGA cable into your laptop to connect to the projector. **Turn on** the projector on the panel.
- Plug in the **USB cables** for the webcam and the microphone.

## Step 2



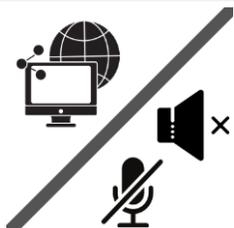
- Put on the headset and adjust it accordingly.
- **Turn on** the microphone transmitter and make sure it is not muted.

## Step 3



- Open your streaming program on your laptop (e.g. Zoom, Teams or Skype).
- Select the webcam **Huddly GO** and choose the microphone **Shure**.
- You can choose to select either the room's speakers or the ones on your laptop.

## Step 4



- Remember to **share/show** your PowerPoint presentation or other materials in both the physical and online classroom.
- Ask the students to help you keep an eye on the chat or questions online.
- Get the students to mute their microphones and speakers if they are in the physical room while the stream is taking place.

## Step 5



- Before you leave the room, **turn off** the projector and microphone.
- **Wipe down** the microphone and other used equipment with sanitizer.

## Help



- Scan the QR code for a video guide on how to operate the equipment.
- For critical technical issues, please call **Helpdesk: +45 35 33 13 33**.