

# Global 301

Global 301 will operate similar to a standard classroom

## To start the Video Conferencing session

1. Using the Instructor's station Open Zoom, WebEx, Teams, or other needed software programs from AppsAnywhere
2. Choose the appropriate web camera, microphone and speaker for the space
  - Choose **Quick-Connect USB** for the attached **video camera**
  - Choose **Microphone Array (Realtek Audio)** for the **microphone**
  - Choose **Echo Canceling Speakerphone (2-EasyUSB Mixer/Amp)** for the **speaker system**
4. Follow the appropriate instructions for logging on to the appropriate Video Conferencing software

**Camera**  
Quick-Connect USB

**Microphone**  
Microphone Array  
(Realtek Audio)

**Speakers**  
Echo Canceling  
Speakerphone (2-  
EasyUSB  
Mixer/Amp)

## When class has been completed

1. Log out of the video conferencing system and close all programs
2. Restart the computer before leaving the classroom
3. Turn off the Crestron system when completed by tapping on "System off" option or the power button on the top right hand side of the device

If wiping down the keyboard with a disinfecting wipe, PLEASE make sure the rag is not dripping or soaked (squeeze off any liquid that may be present into a trash can) and lightly wipe the keyboard off. DO NOT USE SPRAY ON THE TECHNOLOGY EQUIPMENT

## Blended Classroom Technology Guide

- Change camera and audio settings
- Step-by-step software instructions
- Troubleshoot classroom technology

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