

IDEA Training: Use of new equipment in Helga Engs classrooms

Here are 10 tips for things you should test out before your first class session!

1. [Turning on the system and use of the stationary computer](#)
 - Turn on the system from the control panel
 - Log in to the stationary computer
 - Turn on the projector
2. [Use of the computer screens \(Fast PC 1 and 2\)](#)
 - Navigate with the mouse
 - Navigate with the touch pen
3. [Open a document and display it on the projector \(Control panel > Bilder/Picture\)](#)
 - Open your preferred destination for saving a document (your local/shared drive or OneDrive/Dropbox)
 - Open a document (for example PowerPoint presentation) and project it to the main screen
 - Open a web browser (Chrome, Firefox, etc.), play a video, adjust the volume from the control panel
 - Blank out (no longer display) the projector from the control panel
4. [Show documents/programs on the side screens \(Control panel > Bilder/Picture\)](#)
 - Turn on the side screens and move a presentation from the main screen to the side screens and back
 - Duplicate the presentation on the main and side screens
 - Turn on the back screen and select something to display there
 - Turn off the side screens
5. [Camera \(Control panel > Kamera/Camera\)](#)
 - Open Zoom and start a new meeting
 - Manually move the camera direction
 - Use Preset 1-4 to show different areas of the room
 - Turn on/off camera control in order for the camera to automatically follow you around the room
6. [Microphone \(Control Panel > Lyd/Sound\)](#)
 - Mute/turn on ceiling microphone via the control panel
 - Put on headset microphone and return it to charging
7. [Hybrid teaching: suggestion for teaching](#)
 - Open Zoom and start a new meeting
 - Display presentation on the projector
 - Share screen (Fast PC 1 or 2) and software tabs in Zoom
 - Move Zoom-participant(s) to the back screen and side screens, adjust window size of participants on the screen
 - Duplicate presentation on the back screen

8. Connecting laptop to the in-room equipment

- Connect laptop with the HDMI cable on the desk
- Select laptop source on the control panel and display content on the laptop to the projector, side screens and back screen

9. Group work with the side screens

- Use the USB cable to connect laptop or cell phone to the side screen
- Navigate with touch screen (Important! This function is not supported in all laptops)
- Connect laptop or cell phone to Zoom meeting and turn on/off microphone and speakers
- Use side screens as a digital whiteboard
 - Push the button under the logo on the screen to activate the main menu
 - On the menu options, select COS > UBoardMate2

10. Leave the room in good condition for the next lecturer

- Turn off the equipment on control panel
- Logg out of the stationary computer on the main control desk

Useful information

User guides and resources

We always recommend you take time to try out the equipment yourself. Now you can also find short instructions in the seminar rooms and video tutorials and user guides on IDEA's website:

<https://www.uv.uio.no/om/organisasjon/idea/ressurser-undervisning/undervisningsrommene-i-hes/>

Additional training from IDEA

IDEA offers "Nivå 2" (Level 2) training in Norwegian to give you more information about using the side- and back screens for hybrid lectures and demonstrates the use of side screens for hybrid group work. Register for these trainings on our website: <https://www.uv.uio.no/om/organisasjon/idea/aktivitetstilbud/idea-opplering/#taoppleringen>

Teaching and learning assistants at UV

UV's teaching and learning assistants have received training for use of the new equipment in the seminar rooms. Contact the learning assistant project leader at your department for additional information:

- IPED: Cindy Grønsberg
- ISP: Sibel Thorsen

IT support

UV IT contact information:

- Opening hours: Monday-Friday, kl. 08:00-16:00
- Email: it-hjelp@uv.uio.no
- Telephone: 228 56750

UV's IT team can help you when equipment malfunctions, not in everyday teaching situations! Remember to try out the equipment on your own before your class session or event.