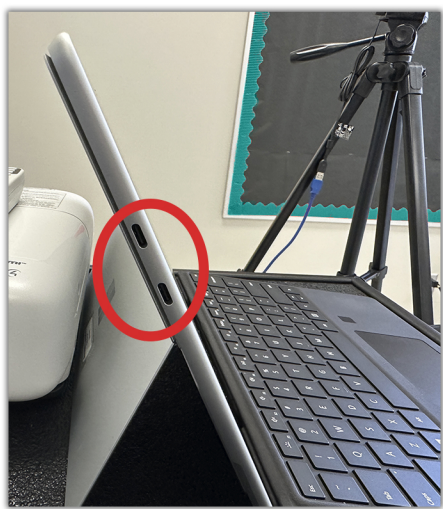


NES Classroom Technology Guide

1. Connect USB-C cord to the USB-C port located on the side of the Microsoft Surface Pro.



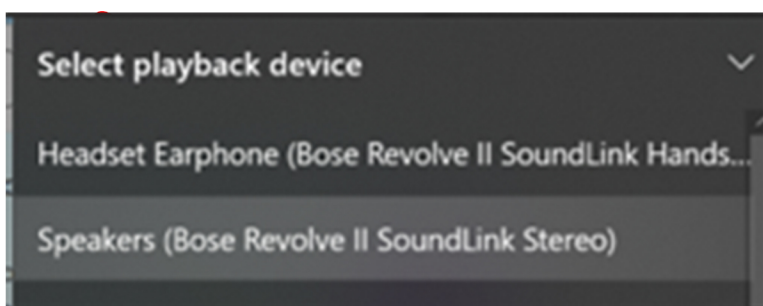
2. Ensure that ViewSonic board is powered on and set to input Type-C



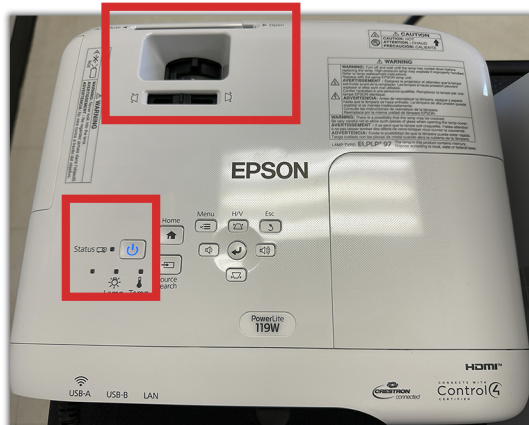
3. Power on the Bose bluetooth speaker located on bottom tray of the ViewSonic.



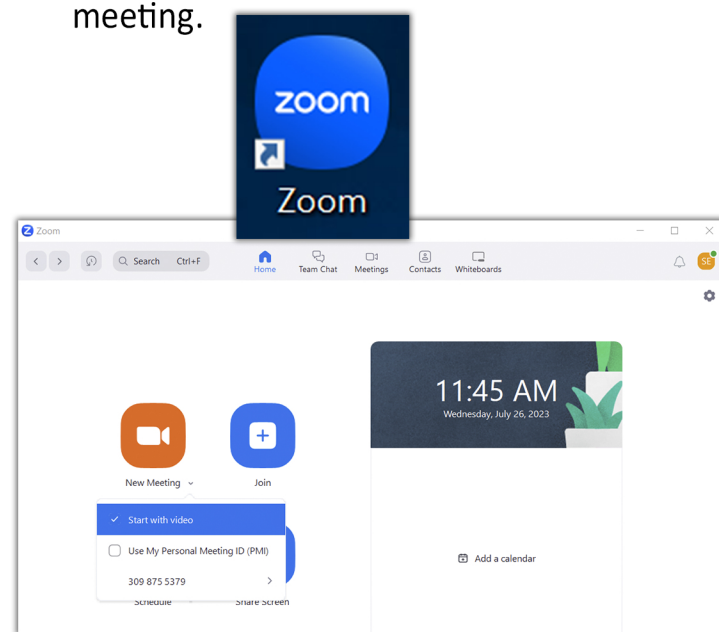
4. Confirm that Playback Device is set to Bose Speaker.



5. In the event a Zoom meeting needs to be initiated, power on the projector located on the top of the lab cart. Ensure the shutter is set to open, set size, focus, and keystone to your preference.



6. Click the Zoom icon and create a new meeting.



7. Locate the lapel microphone and audio receiver on the tray beneath the ViewSonic.



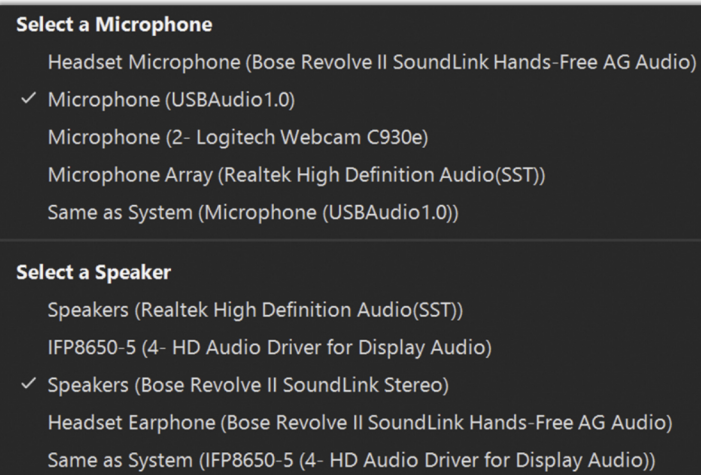
8. Press and hold the power button on both the microphone and the audio receiver. An indicator light will illuminate on both devices. When the microphone has paired with the receiver the microphone will have a green light present and a blue light will be present on the receiver. (Battery life approx. 5 hours)



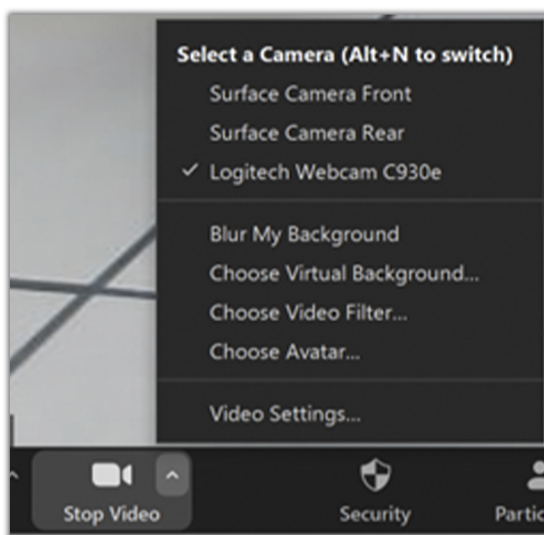
9. Connect audio receiver to USB cable on the usb dock located on the lab cart.



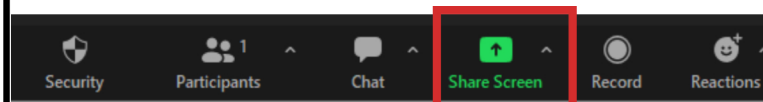
10. Access Zoom audio input and output settings, audio input needs to be set to Microphone USB Audio 1.0. Audio Output needs to be set to Bose bluetooth speaker.



11. Video input should be set to Logitech camera. Logitech camera should be attached to the tripod and pointed at the students in classroom.



12. Initiate the Zoom call, and begin the lesson by sharing your screen, ensuring that you are sharing the screen with your lesson.



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Email: servicedesk@houstonisd.org
Web: To create a support ticket visit: <https://servicedesk.houstonisd.org>

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