

# Operating Room 471 Technology

Welcome to the University of Minnesota Law School.

Here is a quick introduction to your classroom and the features available to you.



Room 471 includes:

- Computer
- Meeting Owl Pro
  - Video Speakerphone
- 2 Source Presentation System
  - 75" Monitor
  - Projector
- Laptop Visual Connections

The **room computer** is found in the **wood cabinet on the wall** of the room.

A wireless mouse and keyboard to operate the computer are also located

within the room, likely on the cabinet or tables.



## To operate the room computer

1. The **room computer should be on at all times**. To use it, turn on the projection system by pressing the **MONITOR ON/OFF** or **PROJ. ON/OFF** button on the panel of the wooden cabinet.

2. Once the display system is on for either projector or screen, the UMN Law School login screen should appear.

**All UMN law school computers use your UMN username and password to log-in:**

Username: Internet ID

Password: If you do not know your password, please contact 1-HELP, 612-301-4357.

3. When you are done using the room **leave the computer ON** but **turn the projection system OFF** by pressing the POWER button again.



The AMX touch-panel allows the instructor to use the projector, the monitor, or both at the same time.

### Presenting using a Personal Laptop

All departmental rooms with a computer also have **VGA, HDMI, Mini DisplayPort, & USB-C connectors** to hook up a personal computer for projecting.

To connect your laptop, simply use the appropriate connector cord or adapter. The displays should automatically change to your plugged in device.



If you wish to reserve a speaker phone, document camera, video recording, or technological assistance for a web conference, please contact Educational Technology through [this reservation form](#).

- Call 612-301-HELP(4357) or email [help@umn.edu](mailto:help@umn.edu) for general or urgent assistance.
- Contact [law-tech@umn.edu](mailto:law-tech@umn.edu) for consultation.

# U of M Law School Technology Guide

For immediate help with classroom technology call: **612-301-4357**  
email: **help@umn.edu** When calling, **LISTEN** carefully for the **numerical option**  
you need to select to get direct support for active classroom technology issues.  
Relay that you are in Mondale #\_\_\_\_\_

## Classroom Computer Recording Using Zoom

- 1) Press the **Power** button on the panel located on the wood cabinet.
- 2) Log in to classroom PC using UMN user ID and password
- 3) Log in & start meeting from **zoom.umn.edu** or **canvas.umn.edu**  
-> Be sure to have DUO device or DUO passcodes ready
- 4) Start your Zoom meeting
- 5) Click on Test Speaker & Microphone to test equipment
- 6) Join with computer audio when prompted, unmute microphone
- 7) Audio/Video options
  - **MEETING OWL PRO** will be the camera option
  - **MEETING OWL PRO** will be the microphone/speaker option
- 8) Start recording to cloud (if recording hasn't already started)
- 9) To stop recording, either end the meeting or press the stop recording button

For more detailed instructions on using Zoom to record in the classroom, use the QR code to obtain those instructions on your mobile device or check in the lecturn drawer for a physical copy.



Please check in or around the cabinet for the HDMI, MiniDisplay, USB-C & VGA cables for laptop connections and more detailed instructions for the control panel, classroom recording



[z.umn.edu/LawEdGuides](https://z.umn.edu/LawEdGuides) for detailed guides of equipment in Mondale Hall or use the QR Code to access the guides on your mobile device.  
Email **law-tech@umn.edu** for general technology inquiries or future tech needs.