



Nottingham Trent
University

Tips for using equipment in teaching rooms

This document provides instructions for using the equipment in teaching rooms and is suitable for general use for those new to teaching at NTU, or those who need an equipment refresher. There is also a range of [guidance](#) for using lecterns at NTU available.

Using your laptop or other device

It is recommended that you use your laptop for delivery to provide greater flexibility and ease of movement.

There are two ways to connect your laptop to the lectern.

Wireless connection

The most flexible way is to connect wirelessly. If you have a Surface Pro device, you will need to connect this way. Please see this [guide](#) to connecting wirelessly.

If you are supporting international students to join remotely you should then join the Teams meeting on your laptop. Online students will see you via your laptop camera. Students in the classroom will see your screen view on the display screen.

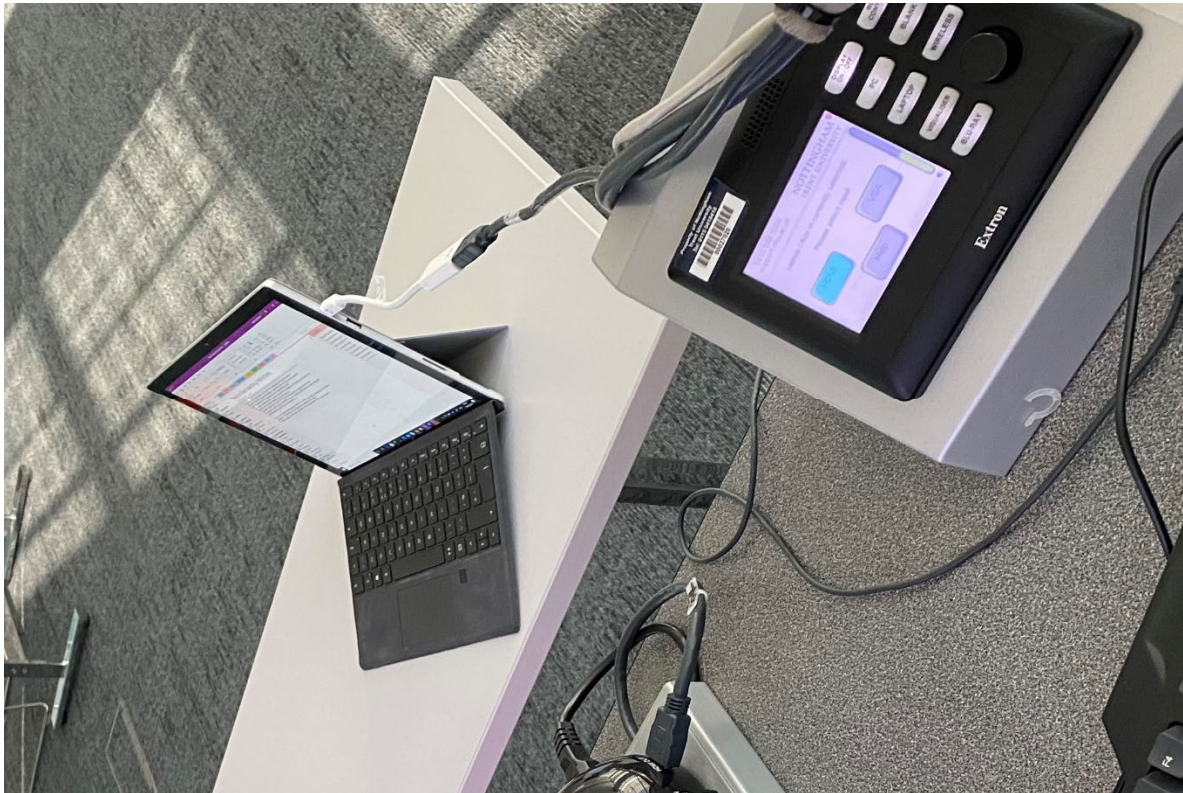
Note: with this option, if you want to show the wider classroom you will need to switch from front to rear camera (if available).

You will need to mute the volume on your laptop to avoid feedback from the lectern speakers. You can control the volume using the dial on the lectern panel.

Note: it is not possible to use both the lectern PC and your laptop to join the same Teams meeting. You need to choose the option that is best for the session.

Cable connection

The second way to connect is using the cables provided, either HDMI or VGA depending on the type of connection port on your device. Turn on your laptop and the display.



On the lectern control panel select laptop and then choose the connection you used (HDMI or VGA). Your laptop will now be displayed on the big screen.



Using the lectern PC

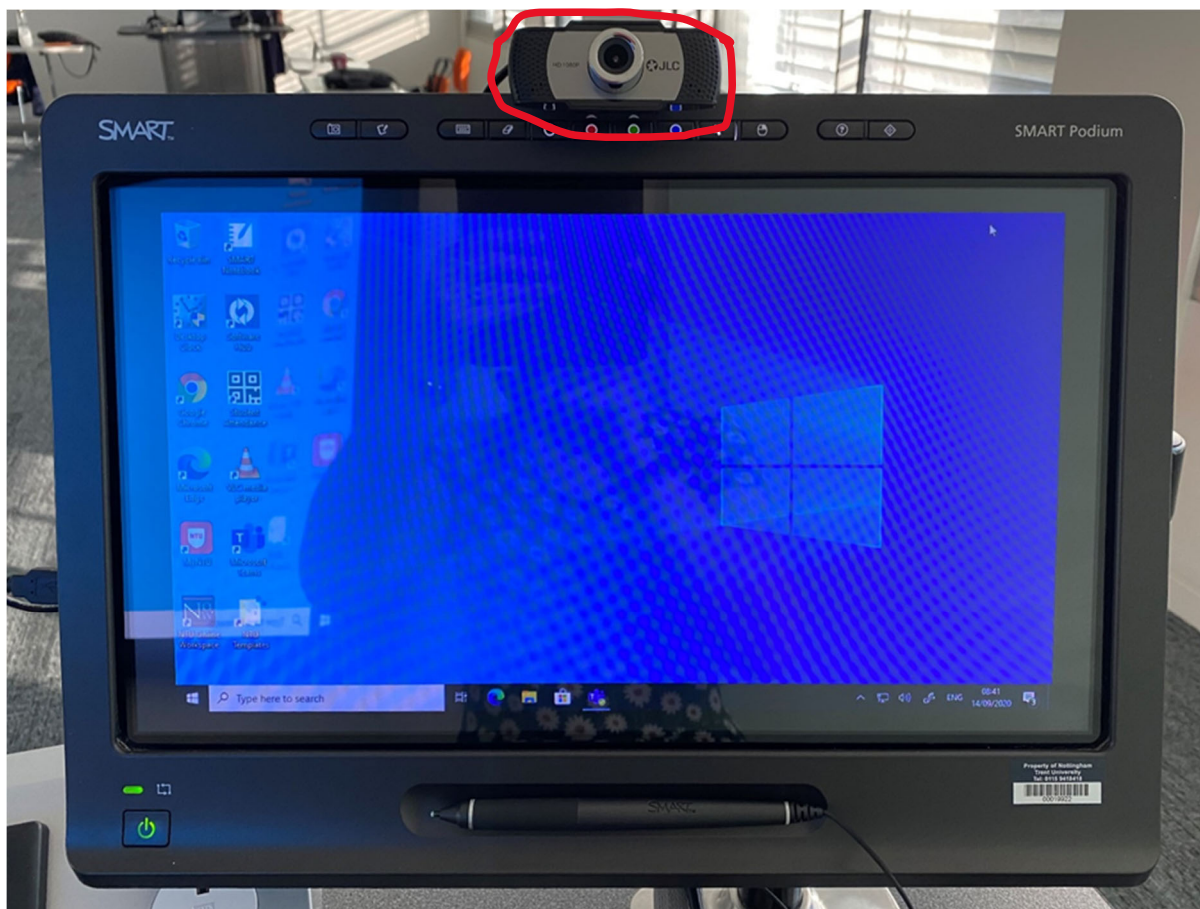
You may choose to use the lectern PC for teaching.

Turn on the lectern PC, the lectern screen and the display screen. Log in using your NTU username and password and select PC on the control panel.



The Microsoft Teams icon will appear automatically on the desktop. If you are connecting online students via Teams, then join the meeting in the usual way from the lectern PC.

The lectern camera is attached to the top of the lectern screen.



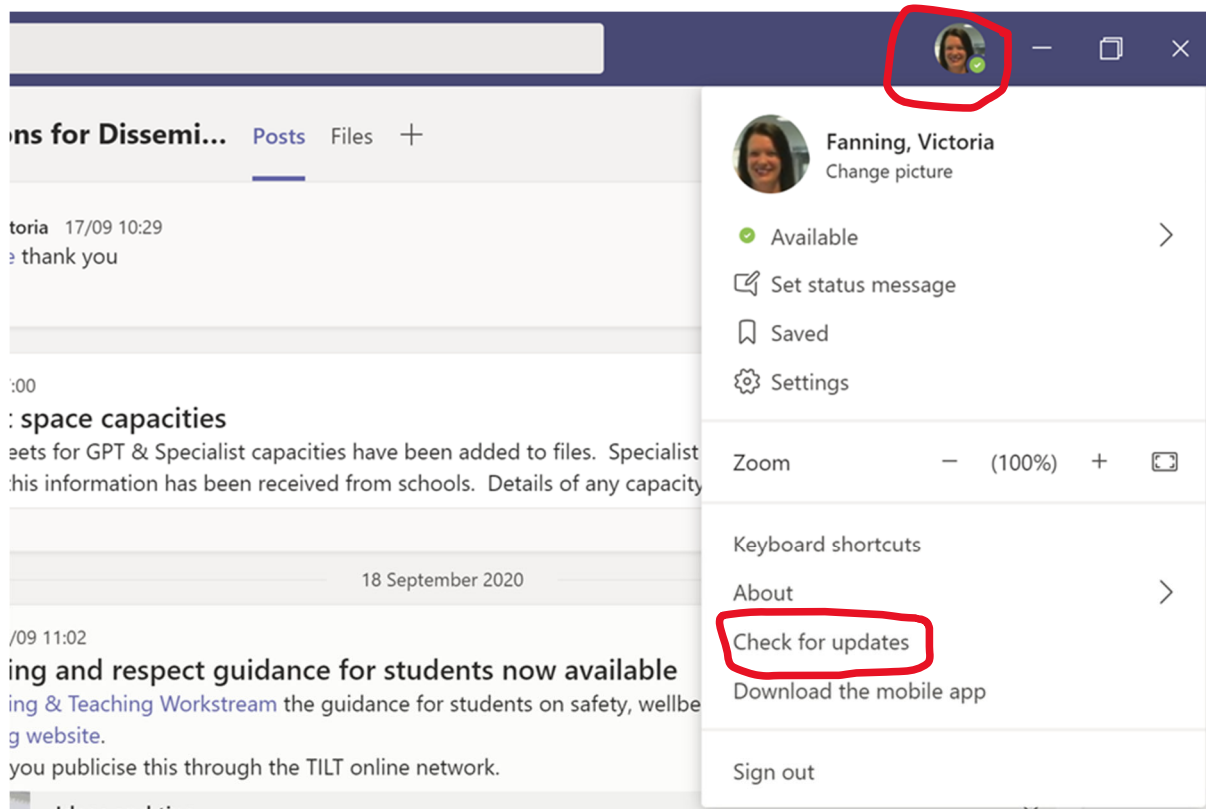
When you join a team, the students joining remotely will see you via this camera. The angle of the camera can be adjusted up and down as required to get the best view. Students in the classroom will see the same view as you on the large wall screen.

If you want the students at home to see the students in the room then you can turn the lectern screen to face the room and adjust the angle of the camera accordingly. Please note that turning the screen means that students at home will no longer be able to see you.

You may need to increase the volume so that students at home can be heard by everyone in the classroom. To do this, turn the dial on the lectern panel clockwise.

Updating MS Teams on lectern PCs

All of the lectern PCs have been updated however of Microsoft Teams is linked to the user not the PC and therefore the latest version may not be available when you log in. There is an easy and quick way to fix this. Open MS Teams and click on the picture of yourself in the top right-hand corner, then click check for updates.



The system will then check for and install updates in the background. Once complete you will get notification at the top of the screen that the app has been updated and asking you to refresh. Click on this and the latest version will be available.