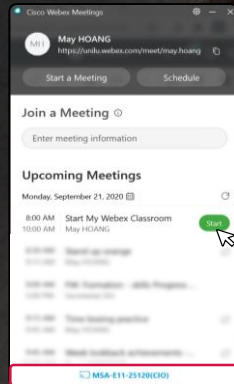


# HOW TO USE A WEBEX CLASSROOM

HYBRID

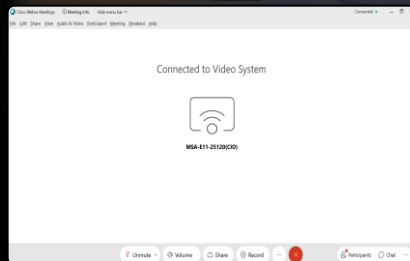
## USING WEBEX APPLICATION

### 1 START WEBEX MEETING



1. Open your Webex application on your computer
2. Connect to the room device (device must appear in **light blue**)
3. Click on **Start** or **Join**

### 2 SHARE SCREEN



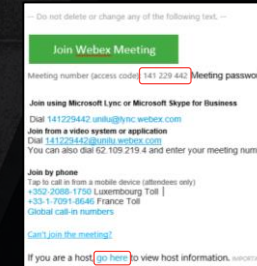
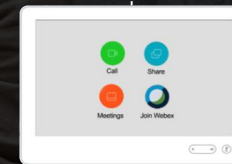
All Webex options are available on your computer.

Click on *Share*

- ✓ Your computer screen will be shared both on the TV screen and in the call

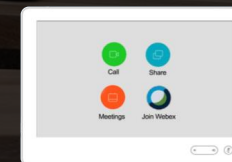
## USING MEETING NUMBER

### 1 START WEBEX MEETING



1. Click on *Join Webex* on the touchscreen
2. Put in the Meeting Number
3. If you are the host, dial in the Host Key followed by #

### 2 SHARE SCREEN



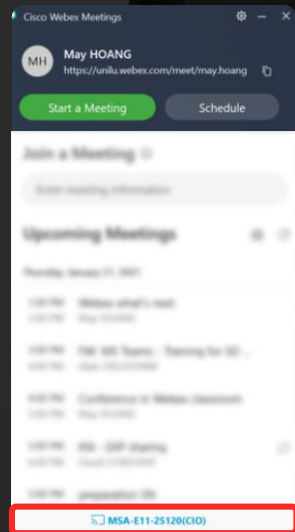
1. Plug in the HDMI cable available on the teacher's table
2. On the *touchscreen*, click on *Share* and then "Share in call"

- ✓ Your computer screen will be shared both on the TV screen and in the call

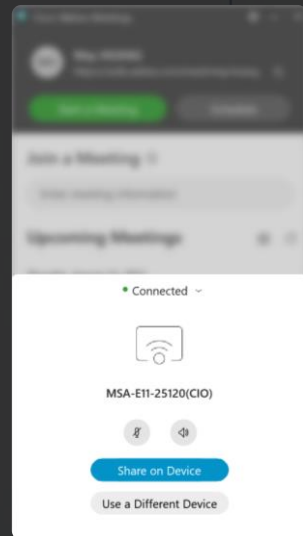
# REGULAR SCREEN DISPLAY

\*When everyone is in the room, nobody online

Wirelessly via Webex Application



Connect to the room device



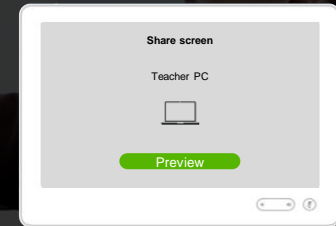
Click on Share on Device

# OR

With HDMI cable



Plug in the HDMI cable



On the touchscreen, tap on *Preview*

**TIP:** If you are sharing a video, use the touchscreen on teacher's table to adjust the volume



# QUICK FAQ

MY ISSUE	WHAT TO DO
<p>I can't connect my Webex application to the Webex system in the room</p>	<ul style="list-style-type: none"> <li>- close and reopen the Webex application and give it a bit of time to connect. If it doesn't connect automatically, click on "Connect to a device" and select the device of the room manually.</li> <li>- make sure the computer's microphone is not turned off (connection is made automatically via ultrasound)</li> <li>- switch off any Bluetooth equipment; it may cause interference</li> </ul> <p><b>TIP :</b> If the problem persists, launch your Webex meeting using the Meeting Number via the touchscreen (see page 1) and share your screen via HDMI cable</p>
<p>The screen remains black</p> <p><b>Good to know</b></p> <ul style="list-style-type: none"> <li>➤ The screen in front of the room will display your presentation once you share it. If you do not share content, the screen remains black.</li> <li>➤ The second screen will display your online students' video feeds.</li> </ul>	<ul style="list-style-type: none"> <li>- check that the TV is plugged in and switched on</li> <li>- check that the HDMI cable is securely fixed in the screen and in the computer</li> <li>- check that the screen source is on the same output as the HDMI port</li> </ul>
<p>I have issue when sharing my computer's screen on the TV with the HDMI cable</p>	<ul style="list-style-type: none"> <li>- check out first if the screen is plugged in and switched on &amp; if the HDMI cable is well connected into the right port (see TV source)</li> <li>- use the key combination               <ul style="list-style-type: none"> <li>➤ (on Windows) "⊞" + "P" and select "Duplicate"</li> <li>➤ (on Mac) "⌘" + "P" then Mirror Mode</li> </ul> </li> </ul>
<p>Online students don't hear me</p>	<p>Deactivate the mute mode via your computer or the touchscreen</p>
<p>I can't connect to WiFi</p>	<ul style="list-style-type: none"> <li>- the "EDUROAM" WiFi network is accessible to the staff:               <ul style="list-style-type: none"> <li>- <b>Login:</b> firstname.lastname@uni.lu (even if your address ends with @ext.uni.lu )</li> <li>- <b>Password:</b> your Uni.lu password</li> </ul> </li> <li>- the "Cit�DesSciences" WiFi network is accessible across the Belval Campus:               <ul style="list-style-type: none"> <li>- <b>Password:</b> CSBelval2019-20</li> </ul> </li> </ul> <p><b>TIP :</b> If the problem persists, launch your Webex Meetings using METHOD 2, via touchscreen and Meeting Number, and share your screen via the HDMI cable.</p>
<p>I don't have an HDMI port on my computer</p>	<p>Use the Webex application to share your screen wirelessly</p>
<p>The wireless microphone doesn't amplify my voice</p>	<p>It's normal! The sound from the wireless microphone is amplified only for students on Webex, to ensure better sound quality.</p>
<p>The wireless microphone does not turn on when I press the red button for 2 seconds</p>	<p>Unfortunately, it is probably discharged and therefore momentarily unusable. Replace the microphone in its base (screen upwards) and make sure that the light is on! Use another microphone in the room, or use the microphone in your computer.</p>
<p>I am trying to charge the wireless microphone but the light does not turn on</p>	<p>Check that the docking station is powered and that the microphone is placed in the right direction.</p>



## Logistic or technical issue?

Which number to call?	
Belval – MSA	(46 66 44) <b>4040</b>
Belval – MSH	(46 66 44) <b>4030</b>
Belval - MNO	(46 66 44) <b>4060</b>
Kirchberg	(46 66 44) <b>5777</b>
Weicker	(46 66 44) <b>5400</b>
Limpertsberg	(46 66 44) <b>6290</b>

It is important to not adjust cables or settings by yourself.

If something breaks, it may take up to **48 hours** to fix it, meaning the next teachers will be unable to use the system.