

NUFLEX CARTS QUICK GUIDE



The below instructions will help faculty effectively start class sessions using NUflex Carts. Find more information at <https://nuflex.northeastern.edu/classroom-technology/>

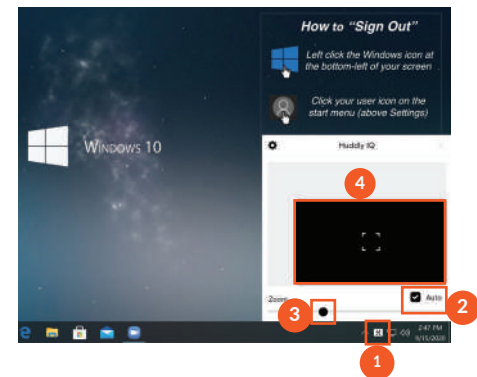
1. Touch “Presentation,” then “Room PC” to turn the room cameras and microphones on.



2. Ensure that the wireless keyboard and mouse (switch underside) are turned on.
3. Log into the classroom computer and join the course’s Zoom session through Canvas.
4. **IMPORTANT:** To ensure the best experience with functioning equipment, follow these steps:

- a. Click the icon in the tray near the clock. [1]
- b. Uncheck the box next to “Auto.” This activates manual mode. [2]
- c. Use the slider to zoom in or out. [3]
- d. Click and drag the box to pan the camera directionally. [4]

Failure to enter Manual mode may cause equipment to malfunction.



5. If the class would benefit from additional camera angles, faculty can utilize a secondary device, such as a laptop, iPad, or Surface
 - a. Navigate to Canvas and join the Zoom session on the additional device (e.g. Laptop, iPad).
 - b. Choose to not connect audio.
 - c. Share the screen using Zoom. It will be pushed to the classroom system and remote participants.

NEED SUPPORT ?

To reach an Instructional Assistant (IA), send an email to classroomITsupport@northeastern.edu from a Northeastern email address. There is no need to include any text in this email, as the system will recognize the classroom location and will immediately alert an IA to come and assist. For training, please visit <https://training.its.northeastern.edu/>.