



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

[Classroom Quick User Guide]

Guidelines

(ITO-IFS-[Service Initial])

Document Control

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Approved by:	 <hr/> Mr. Calvin Ho Assistant Director, Infrastructure Services

Record of Changes

Modifications and/or revisions to the **[Service Name] Guidelines** (ITO-IFS-[Service Initial]) are recorded on the table below.

Revision Date	Version Number	Description and Location of Change(s)	Updated by
October 2025	V1.0	Initial Version	Facility Unit

Distribution Record

The latest version of the approved **[Service Name] Guidelines** (ITO-IFS-[Service Initial]) is uploaded to [About ITO] > [Policies] under the ITO website for distribution of all staff and students of HKBU.

Table of Contents

1. INTRODUCTION AND OBJECTIVE	5
1.1. OBJECTIVE	5
2. APPLICABILITY	5
3. BEST PRACTICES	5
4. EXCEPTIONS	5
5. SUPPORTS	5
6. APPENDIX (IF ANY)	6

1. INTRODUCTION AND OBJECTIVE

These guidelines aim to provide a basic smart classroom audiovisual(AV) system operation thus help users start teaching as soon as possible.

E.g. The **Live Broadcast Guidelines** outline standards and best practices to ensure professional, ethical, and high-quality live broadcasts. They emphasize content integrity, technical reliability, and audience engagement while maintaining compliance with legal and the University standards.

These guidelines aim to help users enter classroom and start teaching as quickly as smoothly as possible.

1.1. Objective

- Minimize technical disruptions and ensure smooth delivery.
- Increase collaboration
- Enhance communication

- E.g. [Describe the purpose of the guidelines and what they aim to achieve.]

2. APPLICABILITY

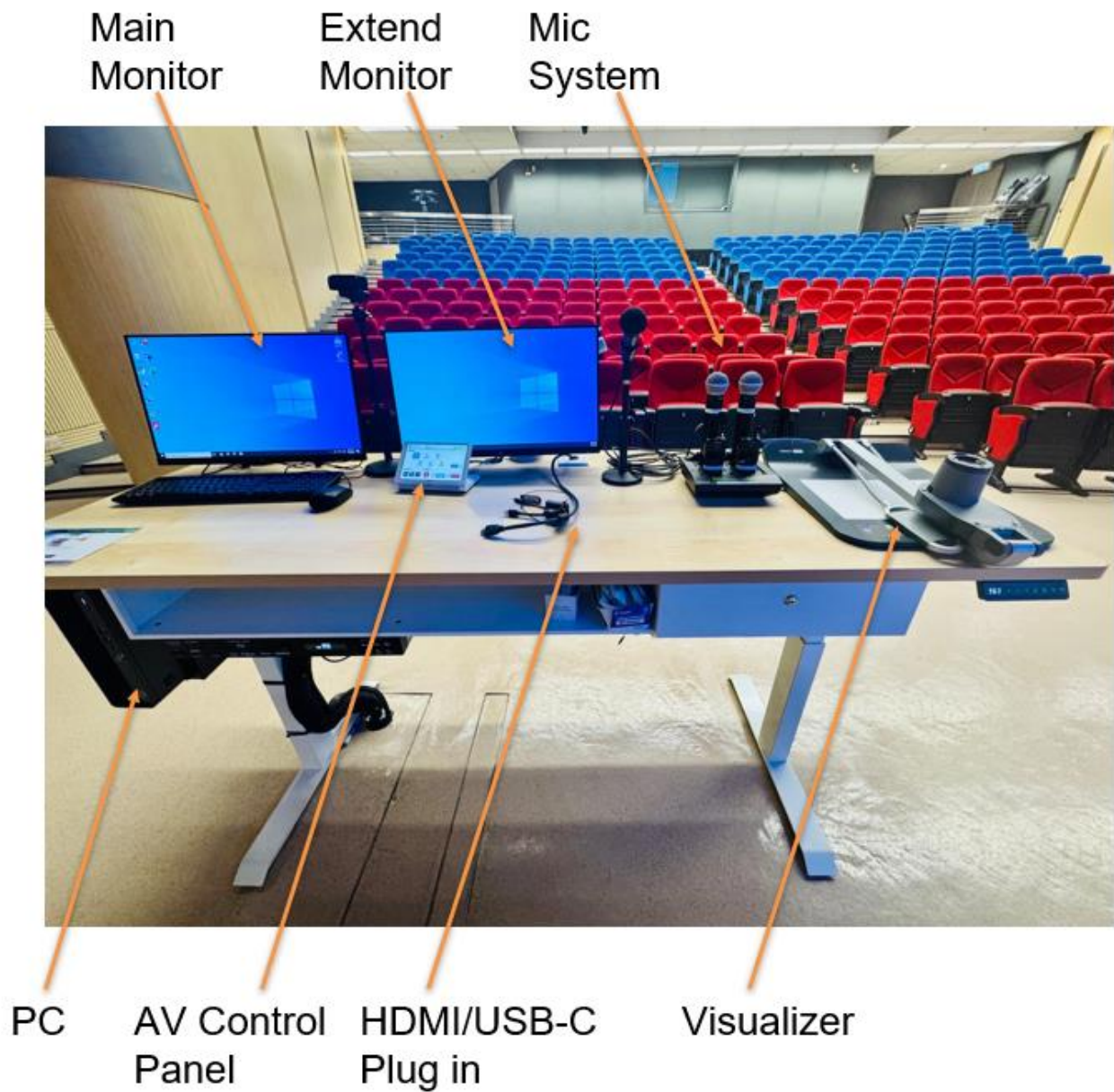
E.g. [Explain who the guidelines are intended for and in what situations they apply.]

The **Live Broadcasting Guidelines** are applicable to all live streaming and broadcasting activities conducted under the auspices of Hong Kong Baptist University (HKBU). These include, but are not limited to:

- a) Official University Events
- b) Academic and Educational Content
- c) Student Activities
- d) Community Outreach and Engagement
- e) Social Media and Marketing

3. BEST PRACTICES

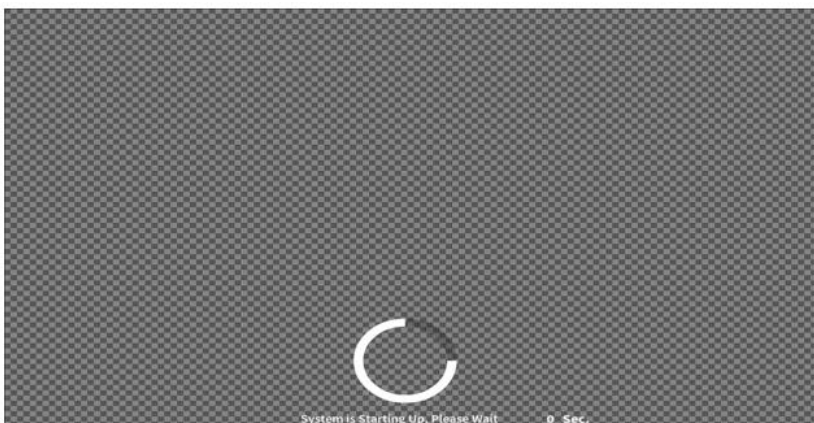
Standard AV Setup



3.1 Getting Started with Touch Panel

Step1: Press the System On button and wait 20 seconds for AV system to be ready

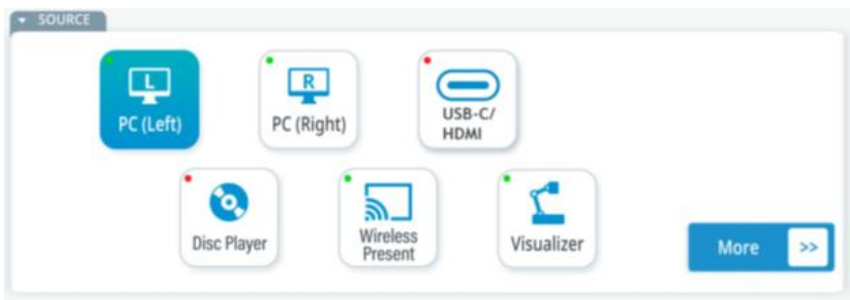
** Touch Panel systems are motion sensors and will light up to display this screen.



Step 2: Select and control; Projector Source, volume and lighting



Source - Tap on specific icon to activate the source



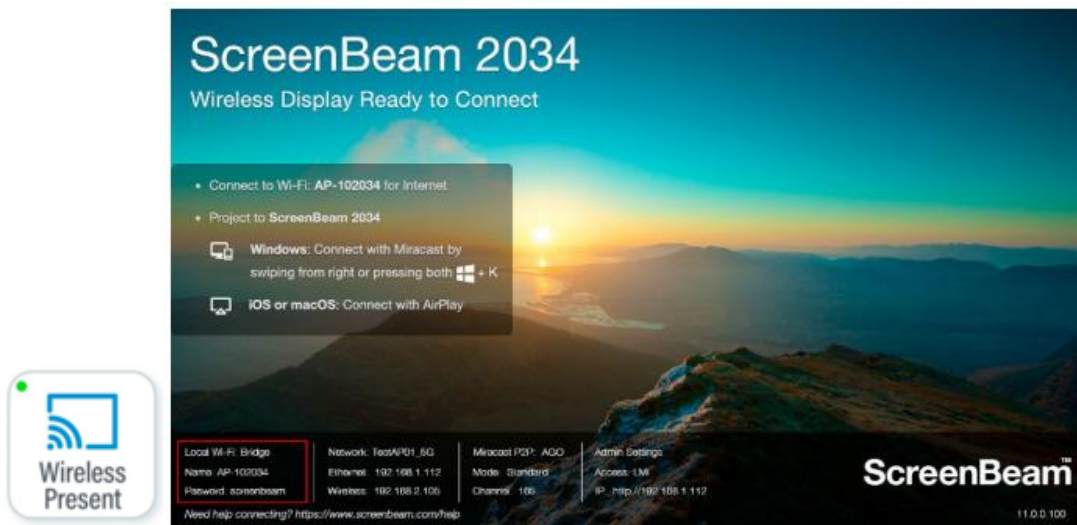
PC- Built in PC with dual monitor



USB-C/HDMI- Connect your own device with the USB-C/HDMI Cable

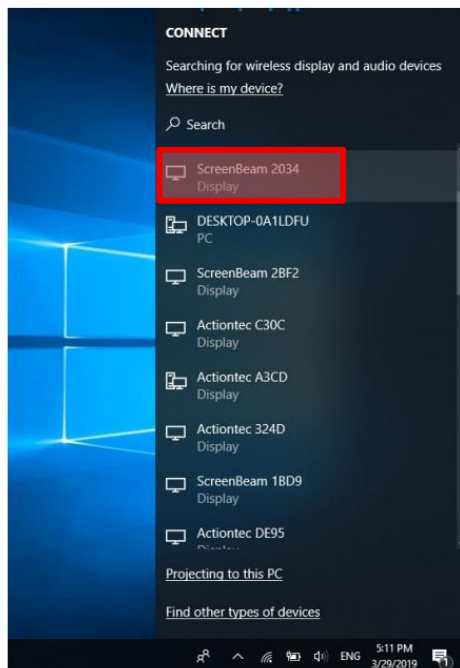


Wireless Present for Windows, iOS and mac




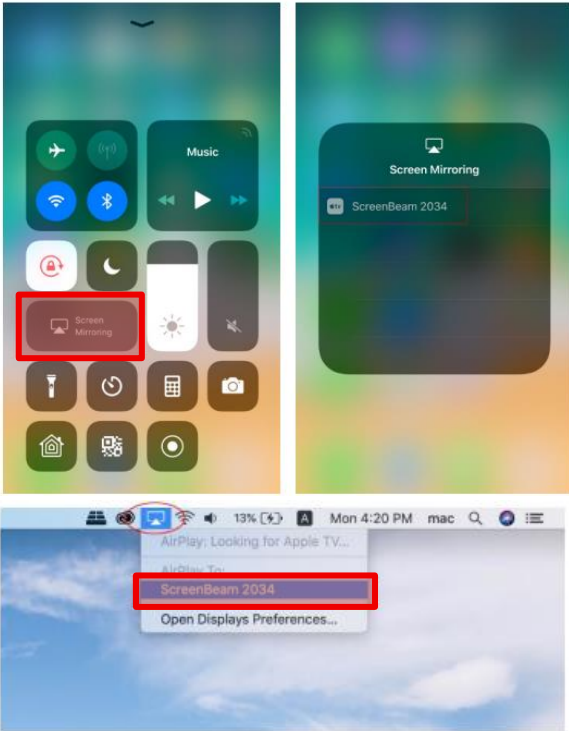
For Windows

Select **Connect** from the Action Center by swiping from right or simultaneously pressing the Windows key and K.

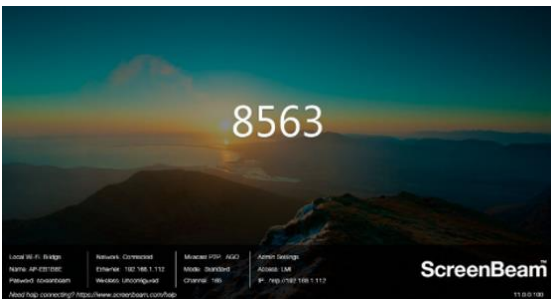


For iOS or mac

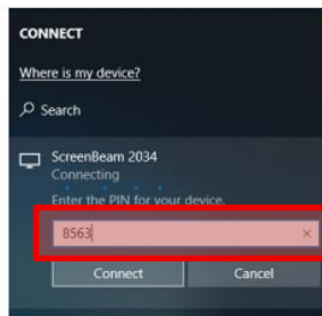
Connect with AirPlay  from the menu bar or control center.
iOS



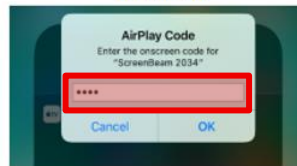
PIN on Screen



Enter the PIN that show on screen



Windows 10



iOS



macOS

More



Choose the Source below for project, control screen direction and projector states



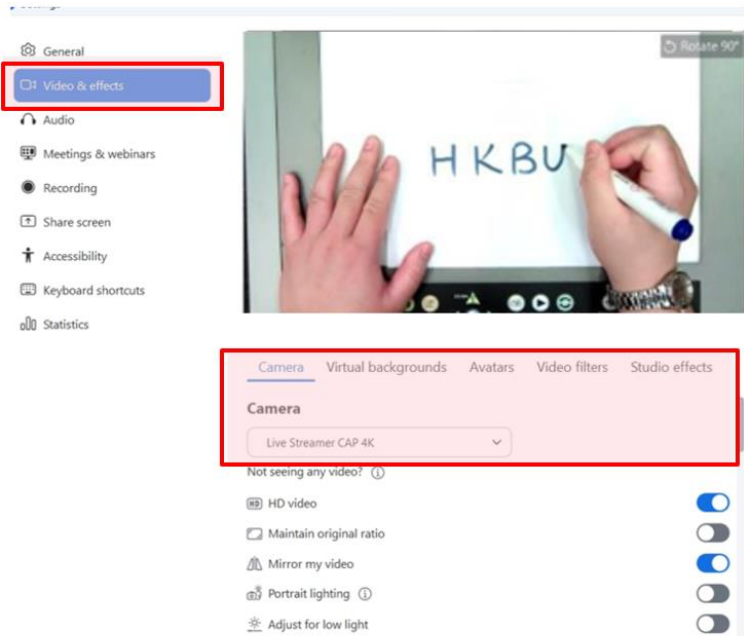
Mic Volume, AV Volume and Front Lighting



Mixed-Model Teaching - Select Video source for Zoom Meeting



Click "Video & effects", then Select "Live Streamer CAP 4K"

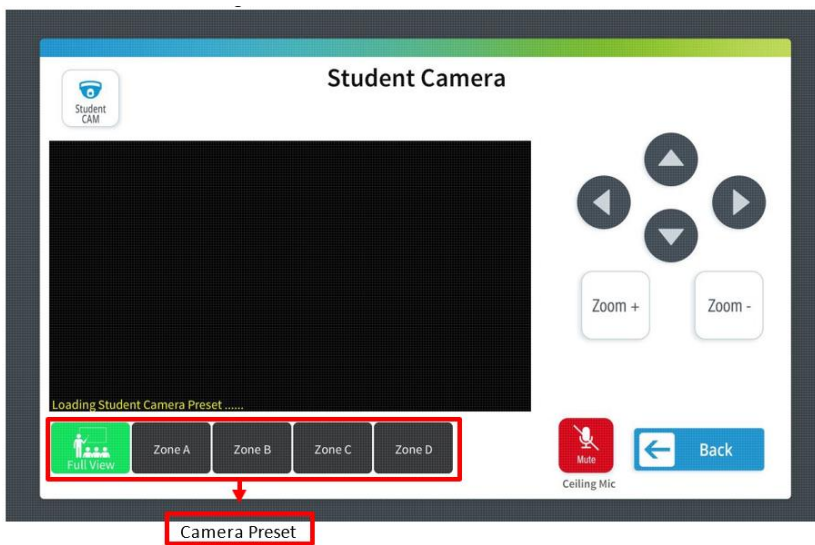
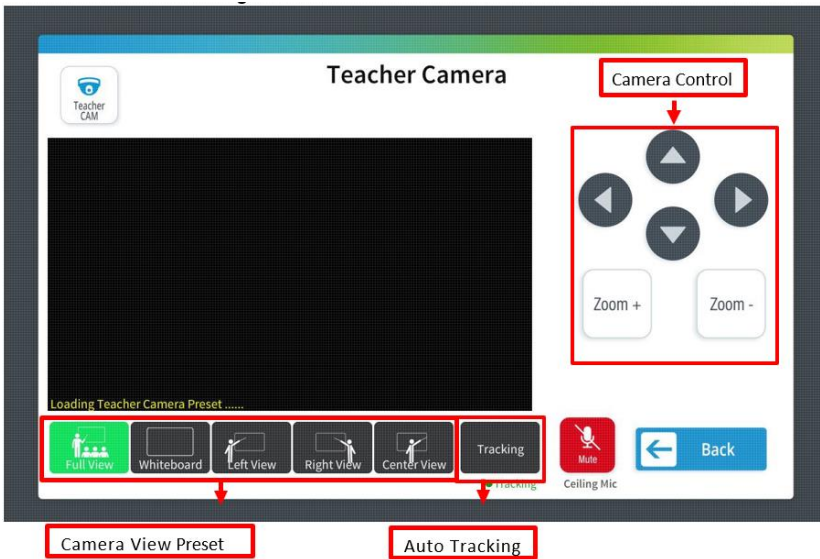


Zoom Source for Mixed Mode Teaching



Teacher and Student Cam Control





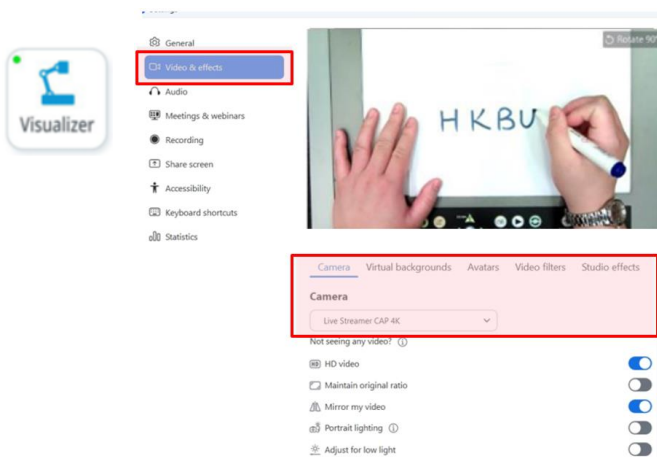
Student Camera Preset Location Remark:

Full View:

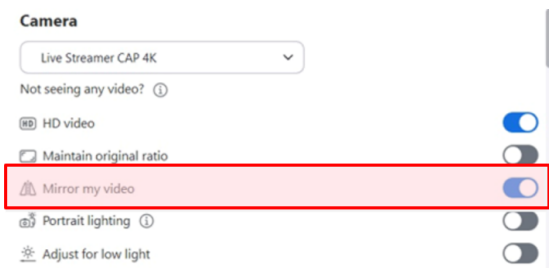
Zone C	Zone D
Zone A	Zone B

Lectern

Visualizer



Disable Mirror my video

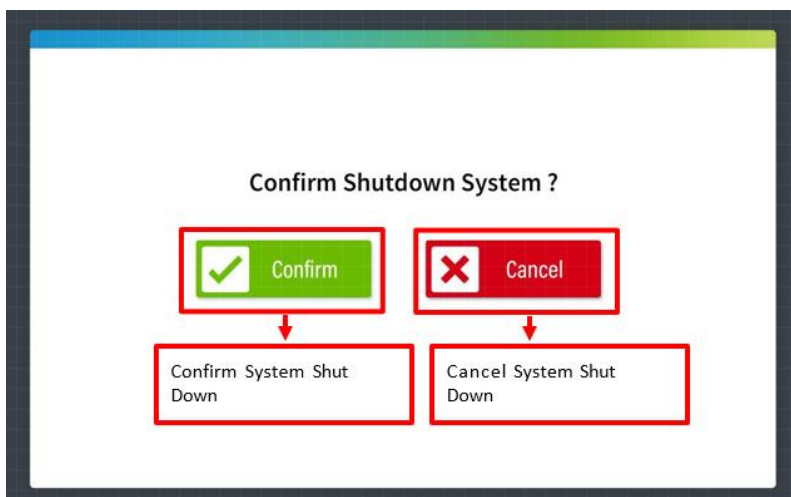


Other's video source from



- Connected by Wireless present
- By HDMI/USB-C cable
- Disc Player

Step 3: Shutdown System and wait 20 seconds for AV system back to stand by.



4. EXCEPTIONS (If any)

E.g. [Specify any cases where the guidelines may not apply or where alternative actions might be needed.]

- External Collaborations
- Specialized Equipment Restrictions
- Privacy Concerns
- Platform-Specific Limitations

5. SUPPORTS

IT Service Call Centre

Tel: 3411 7899

Email: hotline@hkbu.edu.hk

Office: RRS303, Sir Run Run Shaw Building, Ho Sin Hang Campus, HKBU

Service Hours: 08:30-18:00 (Mon-Fri), 08:30-12:30 (Sat)

6. APPENDIX (If any)