



## 1. Before Using the Room

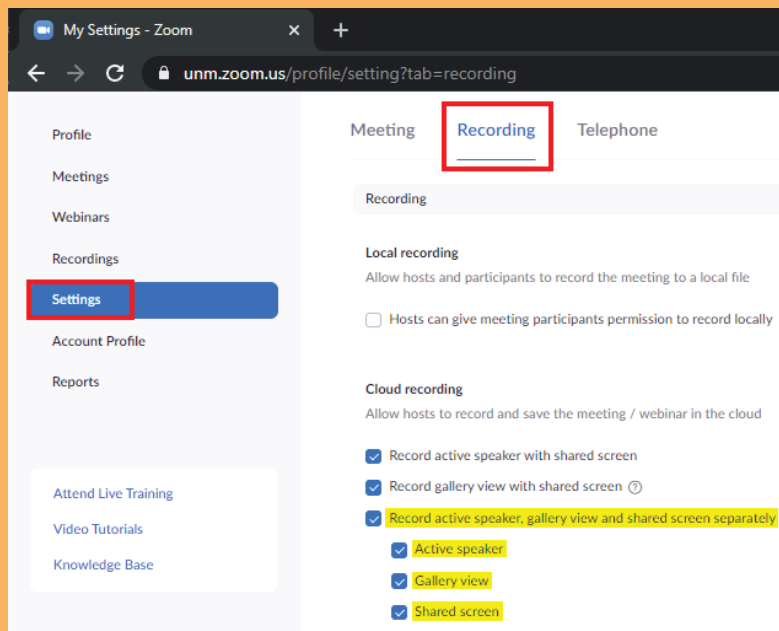
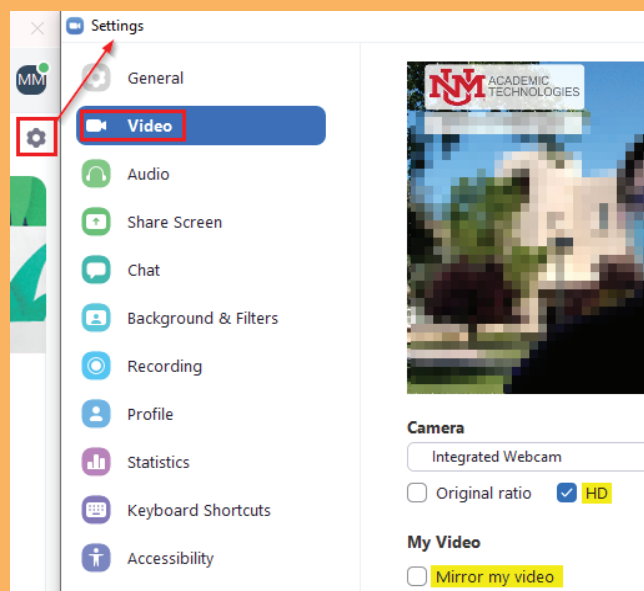
Obtaining a UNM Zoom Licensed/Pro Account is a pre-requisite to using the Classroom for live meetings and lecture capture. If you have not already done so, please follow these instructions to request a UNM Zoom Licensed/Pro Account:

<https://webmeetings.unm.edu/licensing/index.html>

- Web-enhance your course:  
<https://canvasinfo.unm.edu/instructors/web-enhance-your-course.html>
- Add Zoom as a tool to your course:  
<https://canvasinfo.unm.edu/external-apps/instructor/zoom-instructor/how-to-make-the-zoom-meeting-tool-visible-in-a-canvas-course.html>

## 2. Configure your Zoom settings to optimize the experience for live remote users and lecture capture:

- In the Zoom app, click the gear icon to enter **settings**.
- In the Zoom video settings, make sure '**HD**' is turned on and '**Mirror my video**' is turned off. This ensures that you can send high quality video to your remote students and makes sure that any text that you are sharing does not get reversed in your video preview.
- Login to your zoom profile and navigate to the Recording tab under **settings**. <https://unm.zoom.us/profile/setting?tab=recording>
- Configure your cloud recording settings to leverage the Kaltura multi-stream interactive video player by selecting **Recording the active speaker, gallery view and shared screen separately**.



## 3. Using the Classroom for Live Meeting and/or Lecture Capture

- Log into the Lectern PC with your **NetID** and **Password**.
- Open a web browser, and log into UNM Canvas (<https://canvas.unm.edu>).
- Launch your Zoom meeting from inside UNM Canvas.
- Select **Video** and **Audio** sources in Zoom (click ^ next to the **camera** and **microphone** icons in your Zoom meeting).
- **Audio Selections:** Select "Line (TesiraFORTE)" to use the wireless microphone to capture your voice (available for pick up in the appropriate annex or admin office; Call 277-5757 option 2). Select "Crestron" as the speaker so audio of remote students' questions and comments will be heard through the classroom speakers.



The instructions for adding the recordings to your UNM Canvas course can be found here:

<https://canvasinfo.unm.edu/external-apps/instructor/zoom-instructor/zoom-recordings-and-unm-canvas.html>



### 3. Using the Classroom for Live Meeting and/or Lecture Capture (CONTINUED)

- **Video Selection:** Choose either “**Classroom Camera**” to use the PTZ Camera’s or “**HoverCam Solo8+**” to use the document camera to capture free hand notes on paper.

#### Select a Camera (Alt+N to switch)

HoverCam Solo8+

✓ Classroom Camera

Choose Virtual Background...

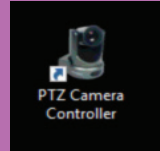
Choose Video Filter...

Video Settings...

### 4. Controlling the Cameras

Each classroom has HD PTZ (pan, tilt, zoom) cameras with common presets controlled by a small application on the Lectern PC. Presets include a view of the front of the classroom, a close up of the instructor, a shot of the lectern, and shots of the whiteboard or projector screens.

- Double click the **PTZ Camera Controller** Icon on the desktop to launch the camera control application.



#### Using the PTZ Camera Controller

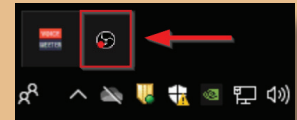
- To choose between PTZ cameras click the dropdown by “**Selected Camera**” and select the desired camera.
- Click presets in the controller application to quickly move the camera angle in your zoom session.
- Use the arrow (up, down, left, right) and zoom in/out (plus, minus) buttons for finer control.
- The **home button** returns the camera quickly to the default position.



### 6. Troubleshooting

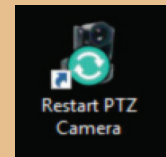
#### Camera Services:

There is a service that is required to run in your system tray to support your camera access. The icon below is related to your camera. If you see it when logged in, do not close it. If it does not appear in your system tray restart your computer.

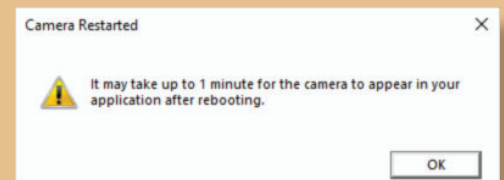


#### Restarting the Camera:

Restarting the camera may be needed if the camera feed does not show up after a minute, if the camera feed is lost for more than a minute, or if you notice that a discolored video feed continues after a “Stop Video” and “Start Video” is issued in Zoom. To restart the PTZ camera, click on the **PTZ Camera Restart** Icon on the desktop.



When the PTZ Camera Icon is clicked, the camera will begin restarting. You will see a notification letting you know that it will take a minute to regain the camera feed.



*You may need to close and reopen the camera controller after camera reboot if issues arise controlling the cameras.*

### 5. Lecture Capture

For lecture capture, start a cloud recording in Zoom (which will be available in Canvas My Media in a few hours).

Visit <https://italerts.unm.edu/> to see any impacted service alerts.  
Or call UNM IT Help Desk at (505) 277-5757 (Opt. 2)