Recording a Lecture/Hosting a Zoom Call

The installed cameras and mics are designed to be used in conjunction with any recording software (eg. Zoom, Panopto) on a personal device.

Step 1: Plug in the USB-A Cable that is tethered to the lectern, as well as the HDMI cable.

Step 2: Launch your preferred recording software and start a meeting. The example below demonstrates adjusting settings within Zoom.
Step 3: Select the appropriate mic and speaker options

- Click the caret (^) next to the microphone icon on the bottom right corner.
  - Under **Select a Microphone** select “Echo Cancelling Speakerphone (Room Mic and Camera)”
  - Under **Select a Speaker** select “NV-32-H”
- **Note:** Mute and unmute the microphone for video conferencing within the recording software, not on the touch panel.
  - **Tip:** The in-ceiling microphones have LED indicators: Red for muted and Green for unmuted Zoom microphone.
Step 4: Select the appropriate camera options

- Click the caret (^) next to the camera icon on the bottom right corner of the screen.
  - Under Select a Camera select “Room Mic and Camera”

Step 4a: Adjust camera options from the touch panel

- **Camera Selection:** Toggle between available cameras
- **All Camera mode:** camera will frame whoever is speaking in the room.
- **Rear Camera Only:** camera will frame whoever is speaking only from the front of the room.
- **Camera Controls:** Manually adjust camera pan, zoom and focus
- **Camera Privacy:** Turns off camera
- **Camera Presets:** Choose from pre-programmed shots of the classroom, or create and store your own