

Recording a Lecture/Hosting a Zoom Call

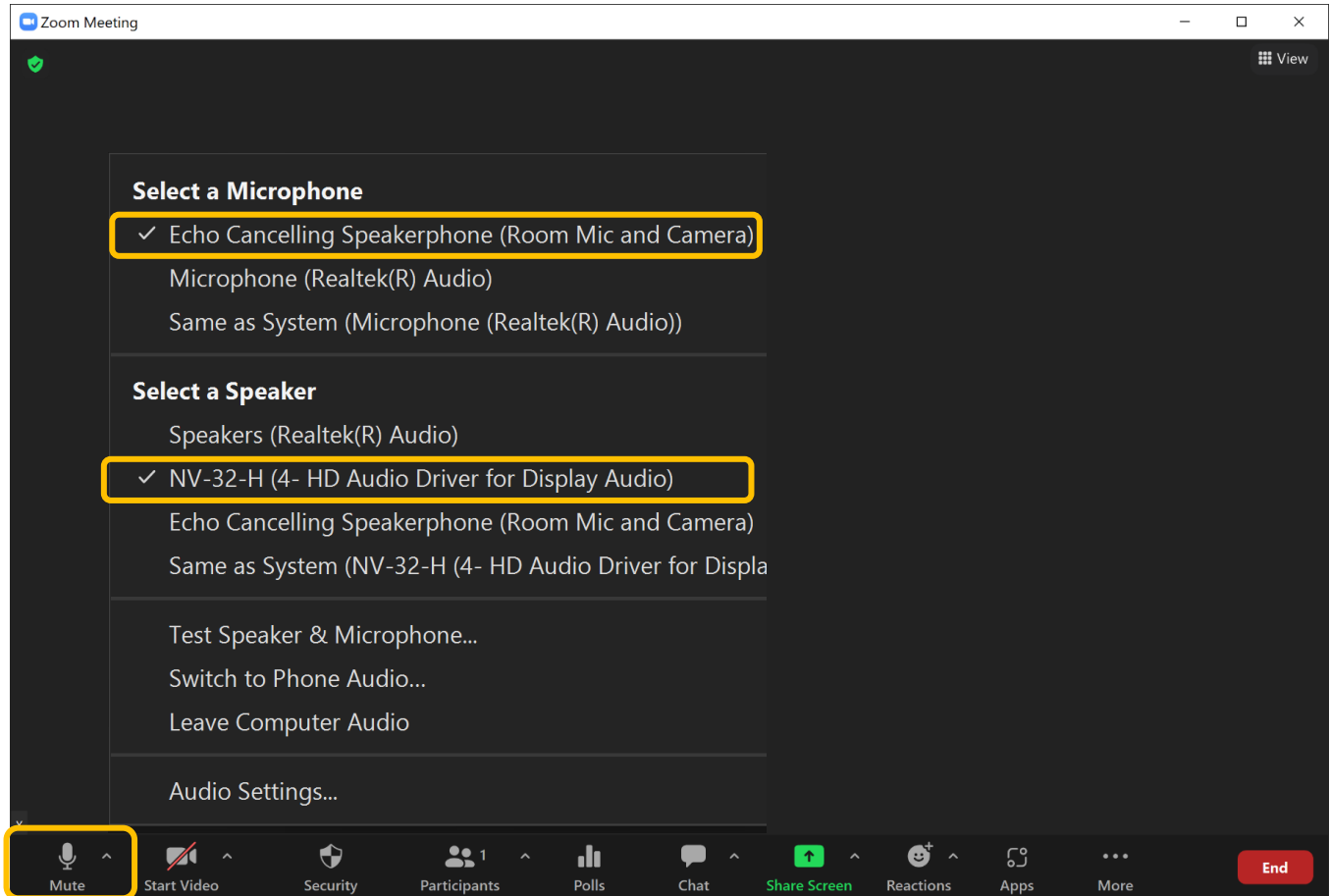
The installed cameras and mics are designed to be used in conjunction with any recording software (eg. Zoom, Panopto) on a personal device.

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



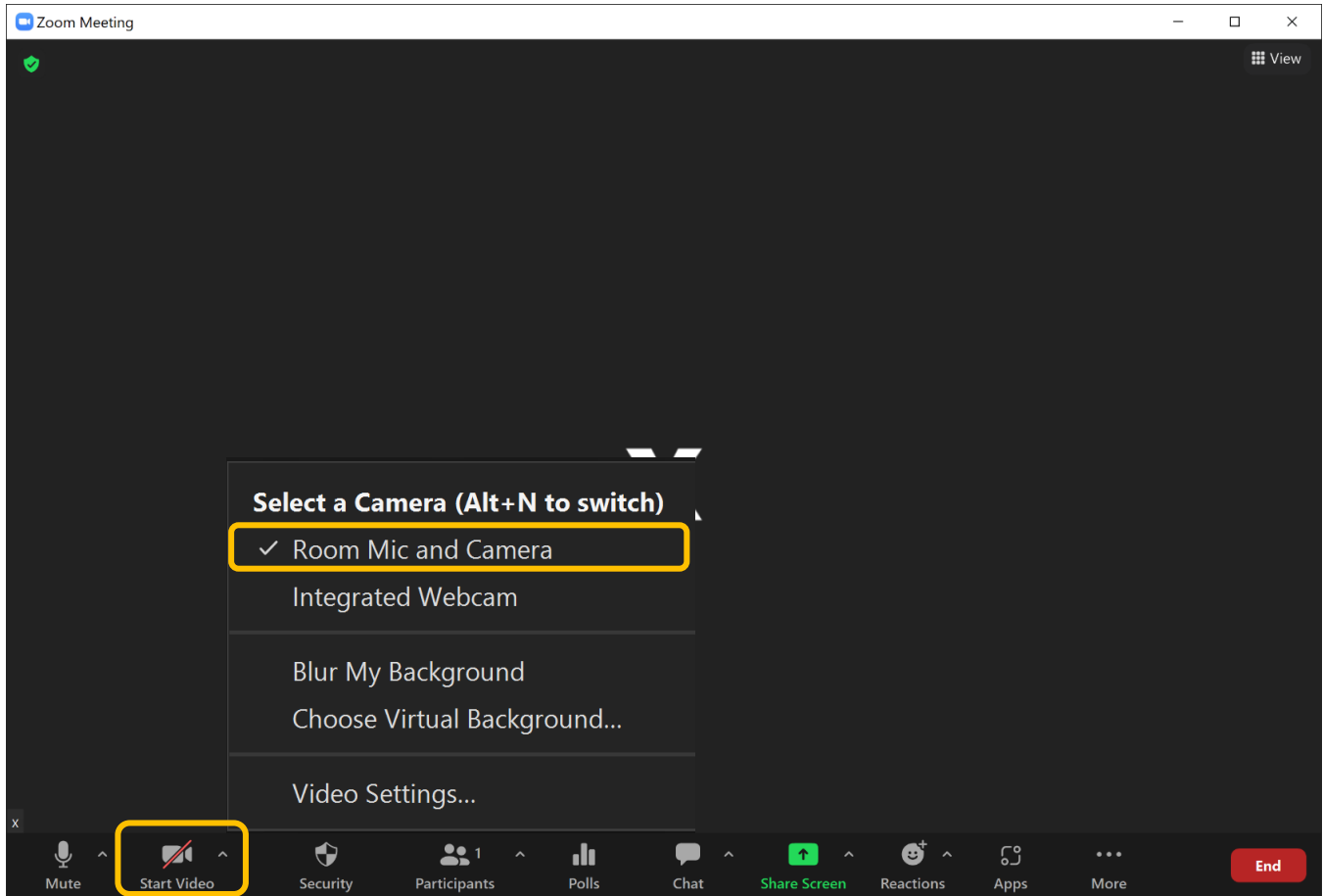
Step 2: Launch your preferred recording software and start a meeting. The example below demonstrates adjusting settings within Zoom.

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 CONTROLS

Camera Selection: Toggle between available cameras

Camera Controls: Manually adjust camera pan, zoom and focus

Camera Privacy: Turns off camera

Camera Tracking: 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 Presets: Choose from pre-programmed shots of the classroom, or create and store your own

Live Preview

Camera Selection: Front Camera, Rear Camera

Camera Controls: Focus +, Focus -, Zoom +, Zoom -, Pan (Left, Right), Tilt (Up, Down)

Camera Tracking: All Camera Mode, Rear Camera Only, Tracking OFF

Camera Presets: Aud Wide, Aud Left, Aud Right, Wall, Preset 1, Preset 2, Preset 3, Preset 4

Hold 4 Seconds To Store A Preset

Close