Before Using the Room

*Skip if you already use Zoom with Canvas

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:
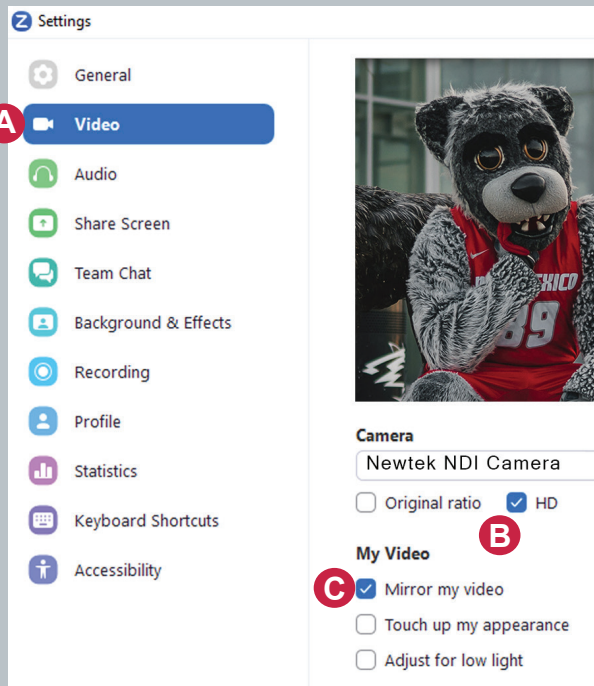https://canvasinfo.unm.edu/instructors/web-enhance-your-course.html

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
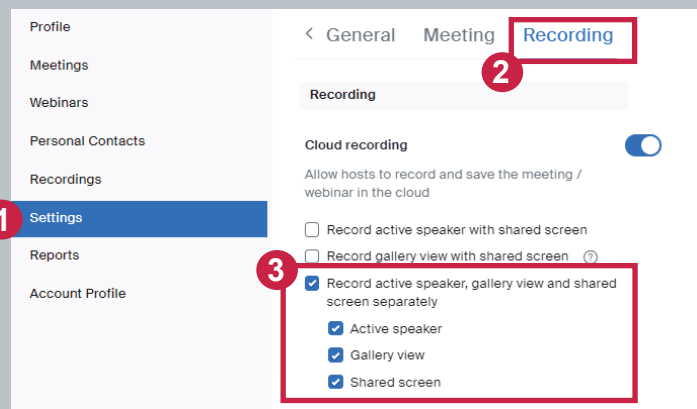
Configure Zoom settings to optimize the experience remote users:

A. In the Zoom application, enter **Settings** and select **Video**.
B. Under **Camera**, select **HD** for enhanced, high definition video.
C. Under **My Video**, turn off **Mirror my video** so text does not get reversed.

Lecture Capture setting for Zoom Cloud Recording:

1. Login to your Zoom profile, select **Settings.**
2. Select the **Recording** tab. https://unm.zoom.us/profile/setting?tab=recording
3. Select **Recording the active speaker, gallery view and shared screen separately**, to configure your cloud recording settings to leverage the Kaltura multi-stream interactive video player.
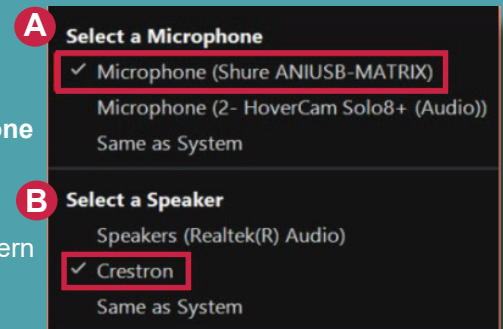

Using the Classroom for Live Meeting and/or Lecture Capture

1. Log into the Lectern PC with your **NetID** and **Password**.
2. Open a web browser, and log into UNM Canvas (**https://canvas.unm.edu**).
3. **Launch your Zoom meeting from inside UNM Canvas**.
4. Select **Video** and **Audio** sources in Zoom (click **^** next to the **camera** and **microphone** icons in your Zoom meeting).

Audio Selections:

A. Select "**Microphone (Shure ANIUSB-Matrix)**" to use the microphone above the lectern area to capture your voice and classroom discussions.
B. Select "**Crestron**" as the speaker so audio of remote students' questions and comments will be heard through the classroom speakers.
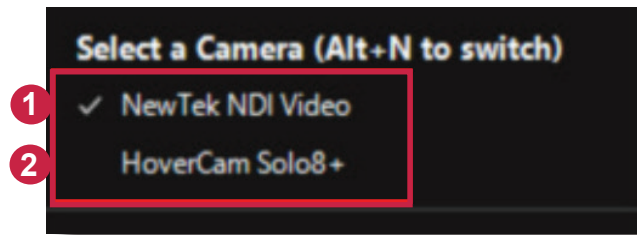

The instructions for adding the recordings to your UNM Canvas course can be found here:
https://canvasinfo.unm.edu/external-apps/instructor/zoom-instructor/zoom-recordings-and-unm-canvas.html

Using the Classroom for Live Meeting and/or Lecture Capture
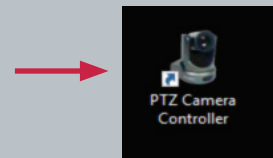(*Continued*)

Video Selection:
1. Select **NewTek NDI Video** to use the classroom PTZ Camera.
2. Select **HoverCam Solo8+** to use the document camera on the lecturn for free hand notes or artifacts.

Select a Camera (Alt+N to switch)
1. ✓ NewTek NDI Video
2. HoverCam Solo8+

Controlling the Camera

Cameras have common presets controlled by an application on the Lectern PC.

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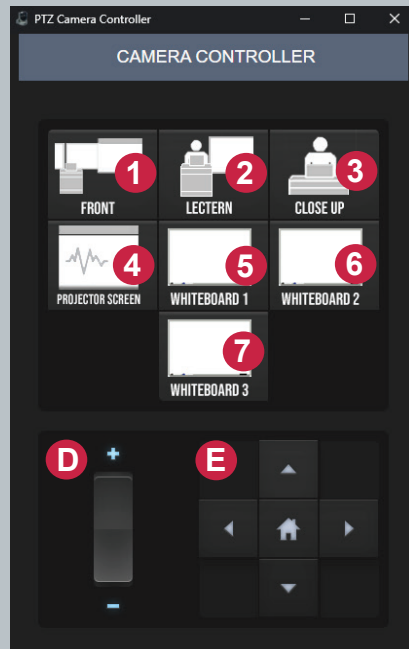

PTZ Camera Controller

PTZ Camera Controller

- **Presets** include:
  1. **Front**
  2. **Lecturn**
  3. **Close up**
  4. **Projection Screen**
  5. **Whiteboard 1**
  6. **Whiteboard 2**
  7. **Whiteboard 3**

- **Motion Controls**
  - D. Click **+/- switch** to zoom in and out.
  - E. Click **arrow buttons** to tilt up, down, or pan from side to side, press **home button** to return to the default position.
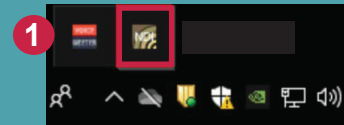

Begin Lecture Capture

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

If camera is not working, review Troubleshooting options

Check if the NDI icon is present
The NDI application supports your camera. Look for it by clicking the **^** on the lower right side of your screen or system tray.
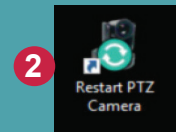
1. I**f you see it** when logged in, **leave it open. If it does not appear, restart your computer.**
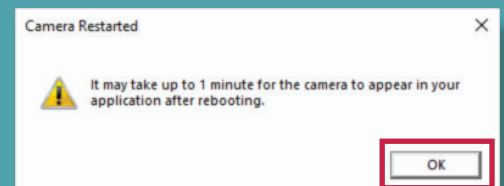

Restarting the Camera:
Restarting the camera may be needed if the camera feed does not show up after a minute, or if you notice that a discolored video feed continues after selecting "Stop Video" and "Start Video".

2. To restart the PTZ camera, click on the **PTZ Camera Restart Icon** on the desktop.

Restart PTZ Camera

The camera will begin restarting. You will see a notification letting you know that it will take a minute to regain the camera feed. Click **OK.**

Camera Restarted ✕

⚠ It may take up to 1 minute for the camera to appear in your application after rebooting.

OK

You may need to close and reopen the camera controller after the reboot if issues continue.