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, request a UNM Zoom Licensed/Pro account:
https://webmeetings.unm.edu/licensing/index.html

- Add Zoom as a tool to your course:
  https://online.unm.edu/help/learn/faculty/tools/zoom/index.html
- Schedule your class meeting:
  http://online.unm.edu/help/learn/faculty/tools/zoom/scheduling-meetings-with-students.html

2. Classroom Setup Instructions

- Log into the desktop with your UNM NetID and password.
- Turn on Projector using the Crestron Panel on the desk.
- Ensure Podium is selected on the Crestron Panel.
- If the screen for the projector does not come down automatically, locate and press the down button on the panel found on the left/right of the front whiteboards.

3. Setup Zoom Using One Camera and Screen Share (Continued)

In your Zoom Meeting select a Camera from Video Settings.
- Next to Start/Stop Video
  Click “^” then Video Settings.
- Select Source 1 from the Camera drop down menu.

*Verify you see the video stream of the Source 1 camera by pushing the Turquoise buttons on the stream deck.

4. Test Room Audio

- Click on the Audio tab in the left window pane.
- Click Test Speakers to verify you hear sound.
- Click Test Mic to verify you hear yourself speaking.
- Close the settings window.

** Speaker should be set to Crestron (Intel® Display Audio)
** Mic should be set to Microphone (Shure ANIUSB-Matrix)

*Chat

Zoom does have a chat feature that students can use to communicate with each other and the instructor. If you will use Chat to communicate with your students, open the chat window to monitor the chat sessions.

*Waiting Room

If your meeting has a waiting room enabled, we recommend that the host always have the participant window open when the meeting is in session. This will help you be aware of your participants and will also make it easy to notice and admit them from the waiting room.

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5. Setup Zoom Using Two Cameras

If you are using a two-camera share to display whiteboard left and whiteboard right, you will need to Mute the Projector and Raise the Screen.

DO NOT turn off the Crestron or you will not be able to hear audio from remote students. Each classroom has an HD PTZ (pan, tilt, zoom) camera with common presets (e.g. view of the front of the classroom, a close up of the instructor, a shot of the lectern, and shots of whiteboards or projector screens control via a small application on the Lectern PC.

- Log into your UNM Learn Course.
- Click the Zoom Meeting link in your course menu and locate the correct session.
- Click Start.
- Click Launch Meeting or Open Zoom Meetings.
- Read and agree to the Zoom Notices and Terms of Use.
- Click Join with Computer Audio.

Test Room Audio

- Click on the Audio tab in the left window pane.
- Click Test Speakers to verify you hear sound.
- Click Test Mic to verify you hear yourself speaking.
- Close the settings window.

** Speaker should be set to Crestron (Intel® Display Audio)
** Mic should be set to Microphone (Shure ANIUSB-Matrix)

Visit [https://italerts.unm.edu/](https://italerts.unm.edu/) to see any impacted service alerts.
Or call UNM IT Help Desk at (505) 277-5757 (Opt. 2)
6. Share 2nd Camera in Zoom
• In your Zoom meeting, click ‘Share Screen’.
• A window will open, click the Advanced Tab.
• Click Content from 2nd Camera.
• Check ‘Optimize for video clip’ (Share sound will auto check).
• Click Share to complete the share.

7. Camera Control and Selection
• On the Stream Deck device, tap the Home Button located on the top middle to verify you are on the home screen then select the camera views as desired.
• Source 1 camera options are on the Left Side in Turquoise.
• Source 2 camera options are on the Right Side in Cherry.

8. End of Class Closing Steps
• In Zoom, click End.
• Click End Zoom Meeting for All.
• If you remain signed in after your meeting, Sign out of Zoom by clicking on the icon on the Top Right Corner (You will see your initials or Zoom photo if you have one set).
• Scroll down and click Sign Out.
• Sign Out of the Lectern computer.
• Select the Start button, then on the left side of the Start menu, choose the Accounts icon (or picture), and then select Sign out.
• Shut Down the computer if you are the last class in the room.
• Turn off Projector using Crestron Panel on the desk.

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