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 to create UNM Learn course shell:
https://online.unm.edu/help/learn/faculty/getting-started/web-enhance.html

• Add Zoom as a tool to your course:
https://online.unm.edu/help/learn/faculty/tools/zoom/index.html

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

• 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 Learn (https://learn.unm.edu).

• Launch your Zoom meeting from inside UNM Learn.

• Select Video and Audio sources in Zoom (click ^ next to the camera and microphone icons in your Zoom meeting).

• Audio Selections: Select “Microphone (Shure ANIUSB-MATRIX)” to use the microphone above the teacher station to capture your voice and classroom discussions. 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 Learn course can be found here:
https://online.unm.edu/help/learn/faculty/tools/zoom/zoom-recordings-in-learn.html
3. Using the Classroom for Live Meeting and/or Lecture Capture (CONTINUED)

- **Video Selection:** Select “NewTek NDI Video” to use the PTZ camera at the back of the room. Select “HoverCam Solo 8+” to use the document camera on the lectern to capture free hand notes on paper.

4. Controlling the Camera

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.

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

**Using the PTZ Camera Controller**

- 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.

5. Lecture Capture

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

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

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Tested on Zoom Version 5.7.0