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.
- In the Zoom app, click the gear icon to enter settings.
- In the Zoom video settings, make sure 'HD' is turned on and 'Mirror my video' is turned off. This ensures that you can send high quality video to your remote students and makes sure that any text that you are sharing does not get reversed in your video preview.

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 "Line (TesiraFORTE)" to use the wireless microphone to capture your voice (available for pick up in the appropriate annex or admin office; Call 277-5757 option 2). 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
5. Lecture Capture

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

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.