

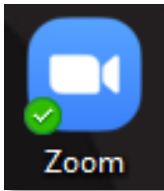


## Recording Zoom Meetings in Hyflex Classrooms

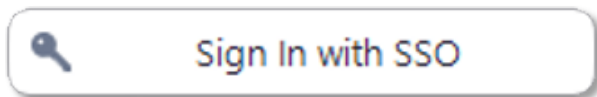
1. At the Instructor's Station, turn on the TouchPanel and select PC:



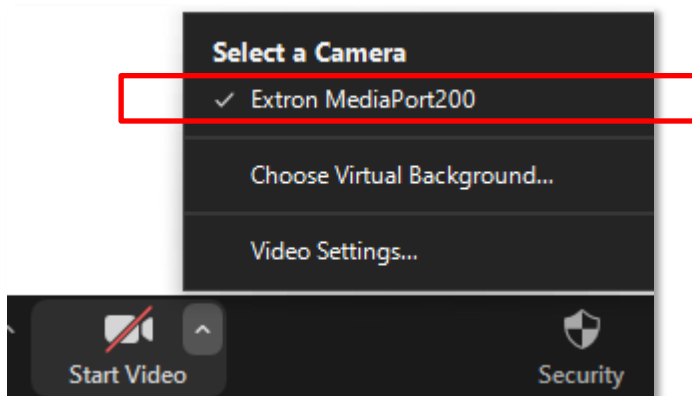
2. On the PC, open **Zoom**:



3. Sign in via **Single-Sign-On**:



4. Select "**Extron MediaPort200**" for both Microphone and Camera sources:



5. Test audio and video functionality as needed.



## Recording Lectures to USB Drive



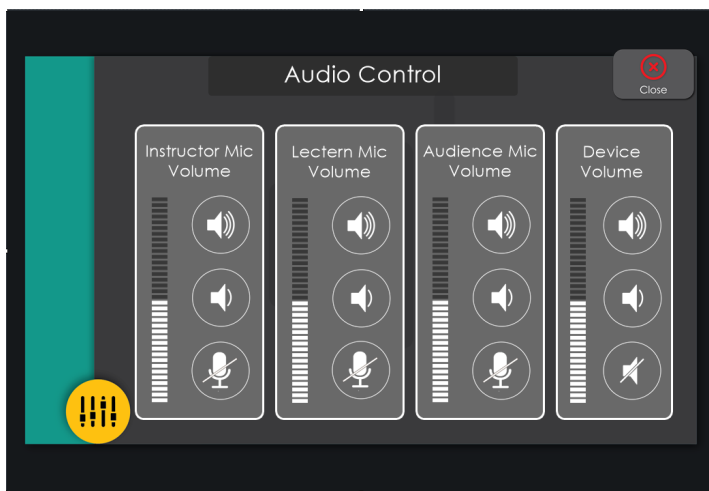
1. **Insert USB drive into port** labeled “USB Storage” on the control panel. *A minimum of 1GB of space is required on your USB drive.*
2. Press **● “Record”** to begin recording (takes a few seconds to begin).
3. Press **||** to pause the recording without ending it. Press it again to resume.
4. Press **“MARK”** to place a chapter marker in the recorded file at that timestamp.
5. Press **■ “Stop”** to end the recording
6. Wait 1 minute for the recorded file to finish processing on your USB drive before removing it.

## Adjusting Microphone Levels



Press the **“Audio Controls”** button on the TouchPanel

Check to ensure that the microphone(s) that will be used are not muted and to adjust volumes to desired levels:



- **Instructor Mic:**  
Ceiling microphones at the front of classroom
- **Audience Mic:**  
Ceiling microphones at the back of classroom
- **Lectern Mic**  
Microphone mounted to the podium
- **Device Volume:**  
Current Source: PC, Laptop, or Blu-ray  
*Note: Blu-ray cannot be recorded.*

**Note:** For best quality, use only the lectern mic. If you are recording, it is recommended to record to USB for best quality, rather than Zoom, due to compression.

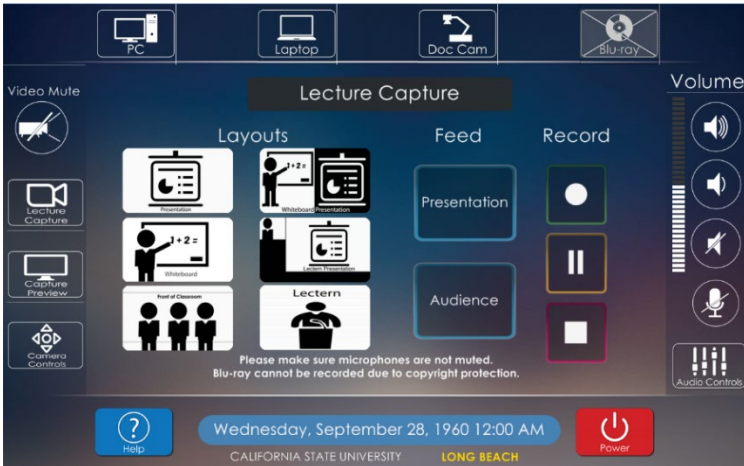


## Lecture Capture Settings



Select the “Lecture Capture” button on the TouchPanel

**Note:** Blu-ray is disabled when using Lecture Capture mode, due to copyright protections.



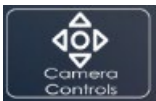
**Layouts.** Select your preferred layout:

- Presentation (Input Source)/Audience Camera Only
- Side-by-side View
- Whiteboard View
- Picture-in-picture View (Top Left or Top Right)
- Front of Classroom View
- Lectern (Instructor Camera) Only

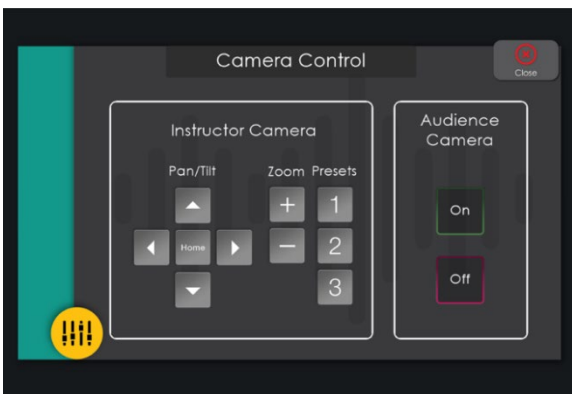
**Feed.** Select either Presentation (PC/Laptop/Doc Cam) or Audience Camera. *Note: Presentation and Audience Cameras cannot be displayed at the same time. Layout presets will reflect this.*

**Record** using the buttons on this control panel.

## Adjusting Camera Settings



Select the “Camera Control” button on the TouchPanel.



**Instructor Camera:**

Select one of three camera presets:

- #1: Zoom in on podium
- #2: Zoom in on whiteboard
- #3: Wide angle of front of classroom

Adjust camera angle with **Pan/Tilt and Zoom.**

The **Audience Camera** faces the back of the classroom and will record any students in the room. This camera’s angle cannot be adjusted. Select to turn it on or off.

## Capture Preview



Toggle this button on/off to display what your audience is seeing on the lectern monitor.