

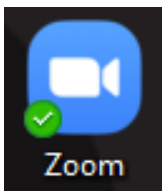


Recording Zoom Meetings in COB Lecture Halls

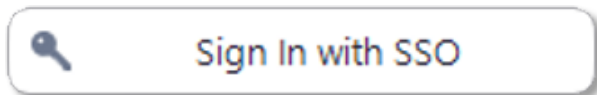
1. At the Instructor's Station, turn on the TouchPanel and select PC:



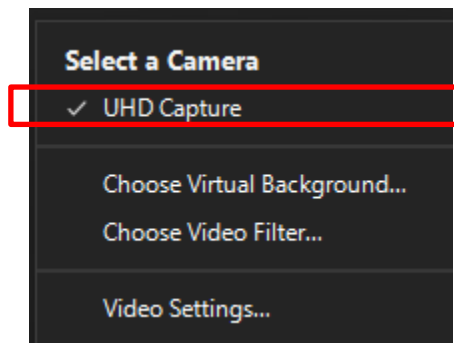
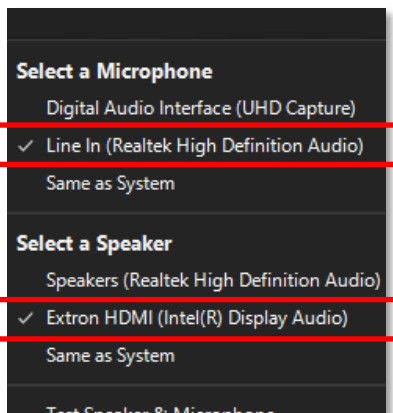
2. On the PC, open Zoom:



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



4. Select "**Line In**" and "**Extron HDMI**" for Microphone and Speaker sources, and "**UHD Capture**" for Camera source:



5. Test audio and video functionality as needed. Note that only the wireless microphone labeled "**Primary Mic**" is enabled for use in Zoom.

Note: Avoid creating a video feedback loop (Zoom window infinitely displaying itself) by minimizing your Zoom window. Zoom will only be visible when "PC" is selected on the touch panel, but you will be able to hear Zoom audio regardless of selected source.



Recording Lectures to USB Drive

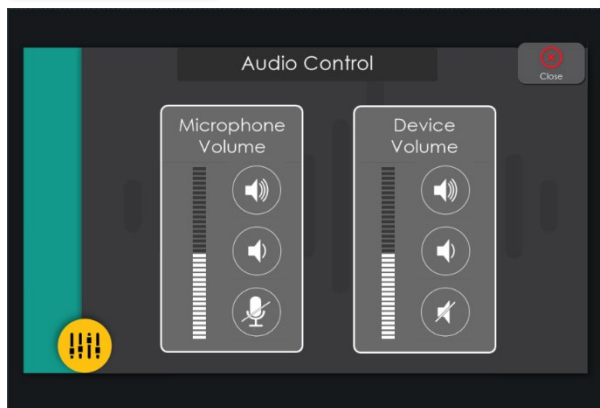


1. **Insert USB drive into port** labeled “USB” on the recording device, located in the podium below the PC. *A minimum of 1GB of space is required on your USB drive.*
2. Press **Record** to begin recording (takes a few seconds to begin).
3. Press **Pause** to pause the recording without ending it. Press 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 is not muted and to adjust volumes to desired levels:

- **Microphone Volume:**
This controls the volume of both the wireless mics and the podium microphone.
- **Device Volume:**
Current Source: PC, Laptop, or Blu-ray
Note: Blu-ray cannot be recorded.

Note: Only the wireless microphone labeled “**Primary Mic**” is enabled for use in Zoom. 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) Only
- Side-by-side View
- Whiteboard View
- Picture-in-picture View (Top Left or Top Right)
- Front of Classroom View
- Lectern (Instructor Camera) Only

Record using the buttons on this control panel.

Note: *Whiteboard* as a source utilizes the PTZ camera. Only “Whiteboard View” will be available if you select this source.

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.**

Capture Preview

Capture Preview appears on the Touch Panel itself, when you select either the “Lecture Capture” or “Camera Control” options. This allows you to adjust the lecture capture or camera settings and see the changes in real time.