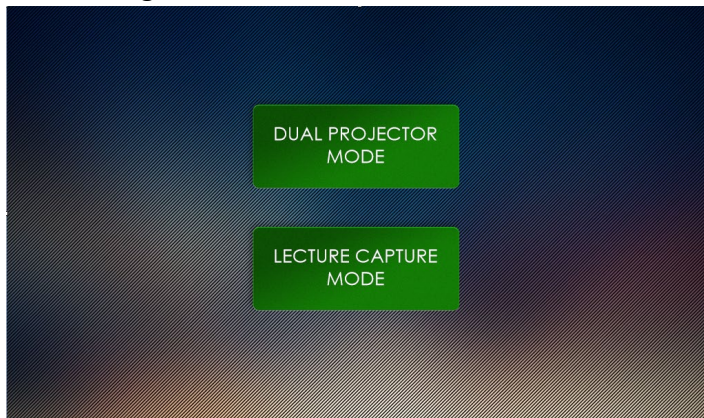## Selecting a Room Mode

1. After turning on the TouchPanel, select either "Dual Projector Mode" or " Lecture Capture Mode"
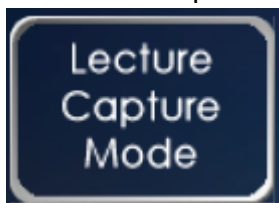

- **Dual Projector Mode:** This enables you to use both classroom projectors to display two different source inputs at a time. Lecture Capture and Camera settings are unavailable in this mode.

- **Lecture Capture Mode:** This enables you to use the classroom in a HyFlex setting. Lecture Capture and Camera Controls become available, as well as the Capture Preview function. Only one projector is used in this room mode.

2. Once a room mode has been selected, you can change room modes on the TouchPanel home page by selecting either
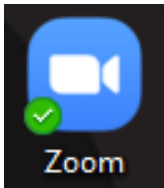"Dual Projector Mode"

or "Lecture Capture Mode"
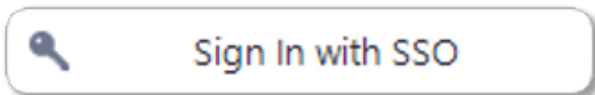
Recording Zoom Meetings in HSCI Lecture Halls

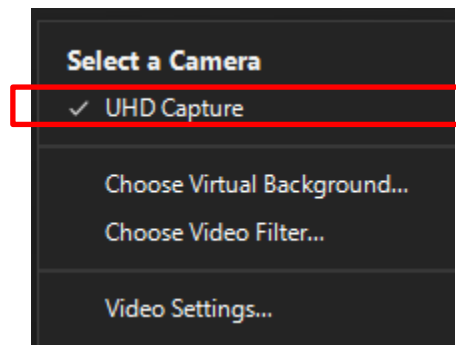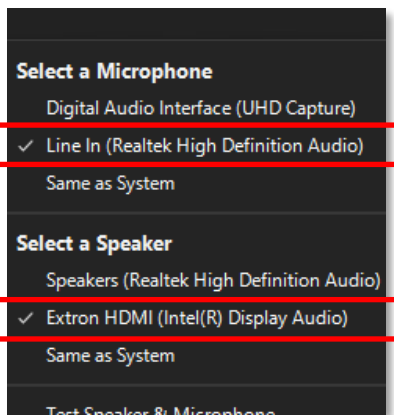1. At the Instructor's Station, turn on the TouchPanel and select PC:

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 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 ❚❚ 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:
*   **Podium Microphone:**
    Microphone mounted to the podium
*   **Wireless Microphone:**
    Wireless microphone paired with receiver in the podium.
*   **Device Volume:**
    Current Source: PC, Laptop, or Blu-ray
    Note: Blu-ray cannot be recorded.

Note: Only the wireless microphone 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.
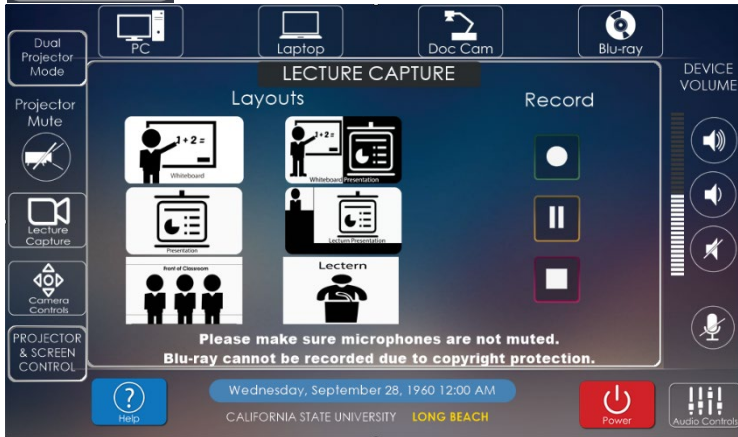
Lecture Capture Settings

Select the "Lecture Capture" button on the TouchPanel

Note: Blu-ray is disabled when using Lecture Capture mode, due to copyright protections.
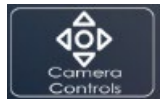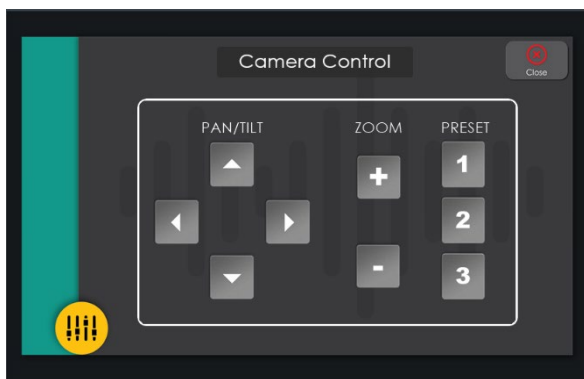
Layouts. Select your preferred layout:
- Presentation (Input Source) Only
- Side-by-side View
- Whiteboard View
- Picture-in-picture View (Top Left or Top Right)
- Front of Classroom View
- Lectern (Instructor Camera) Only

Record using the buttons on this control panel.

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

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