

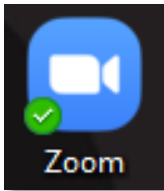


Recording Zoom Meetings in Hyflex Classrooms

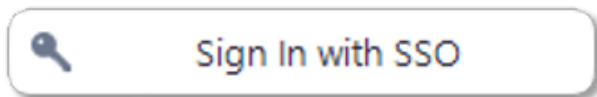
1. At the Instructor's Station, turn on the TouchPanel and select PC:



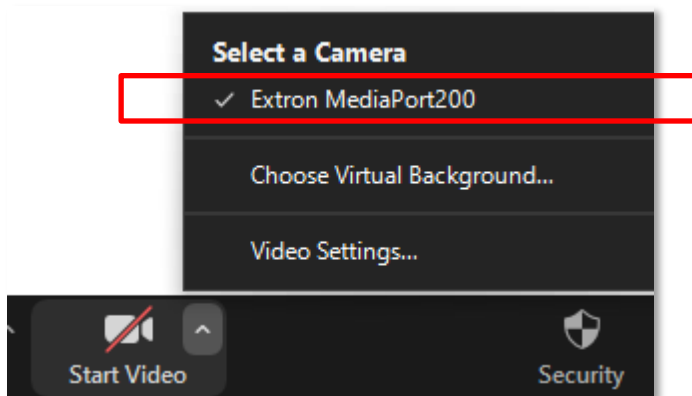
2. On the PC, open **Zoom**:



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



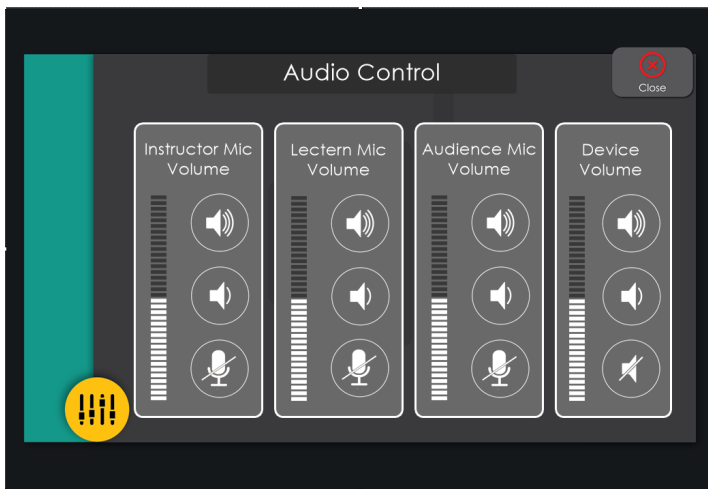
1. **Insert USB drive into port** labeled “USB Storage” on the control panel. *A minimum of 1GB of space is required on your USB drive.*
2. Press **Record** to begin recording (takes a few seconds to begin).
3. Press **||** to pause the recording without ending it. Press it again to resume.
4. Press **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

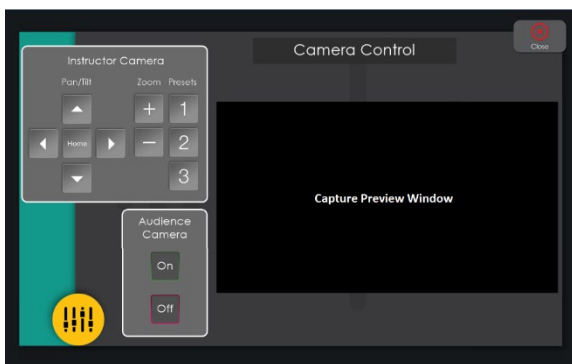
Feed. Select either Presentation (PC/Laptop/Doc Cam) or Audience Camera. *Note: Presentation and Audience Cameras cannot be displayed at the same time. Layout presets will reflect this.*

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.