

NEED HELP? - USER GUIDE

Lecture Recording/Zoom Session

For **HELP** call **410-516-6699**

1. LAUNCH APPLICATION

On the installed computer, open the application you wish to use to live stream or record your lecture; like Zoom or Panopto.

2. SIGN IN / JOIN MEETING

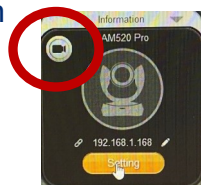
Even though you can initiate your Zoom meeting without signing in... there may be features not available to you using this method. You may need to sign in using SSO. CATSUSER is just the default name that is shown, feel free to change to your name.

3. CHECK YOUR AUDIO/VIDEO

Before you start recording check to make sure that your audio and video are working.

Audio: if you do not see green audio activity on the mic icon/meter, click the caret next to the icon to check which Microphone and Speaker is selected. First try Shure P300. If it is selected and not working, try Microphone (2-USB audio CODEC). The ceiling mics for some rooms have not arrived yet. As far as speaker, Crestron should be selected.

Video: **Aver CAM520** should be selected NOT **AVer USB VCam**. To control the camera, either use the remote control (if available) or launch the PTZApp (shortcut located on the PC's desktop). Click on the camera icon Use the controls to adjust your shot



If you are sharing your video, the app may say "can't start video" but you are still able to control the camera.

4. RECORD

Be sure to start recording before you begin your lecture.

5. END SESSION/SIGN OUT

When you are finished, end your recording and sign out of the application. Don't forget to shut down the projection system.