


ON CAMPUS STUDIO TRAINING

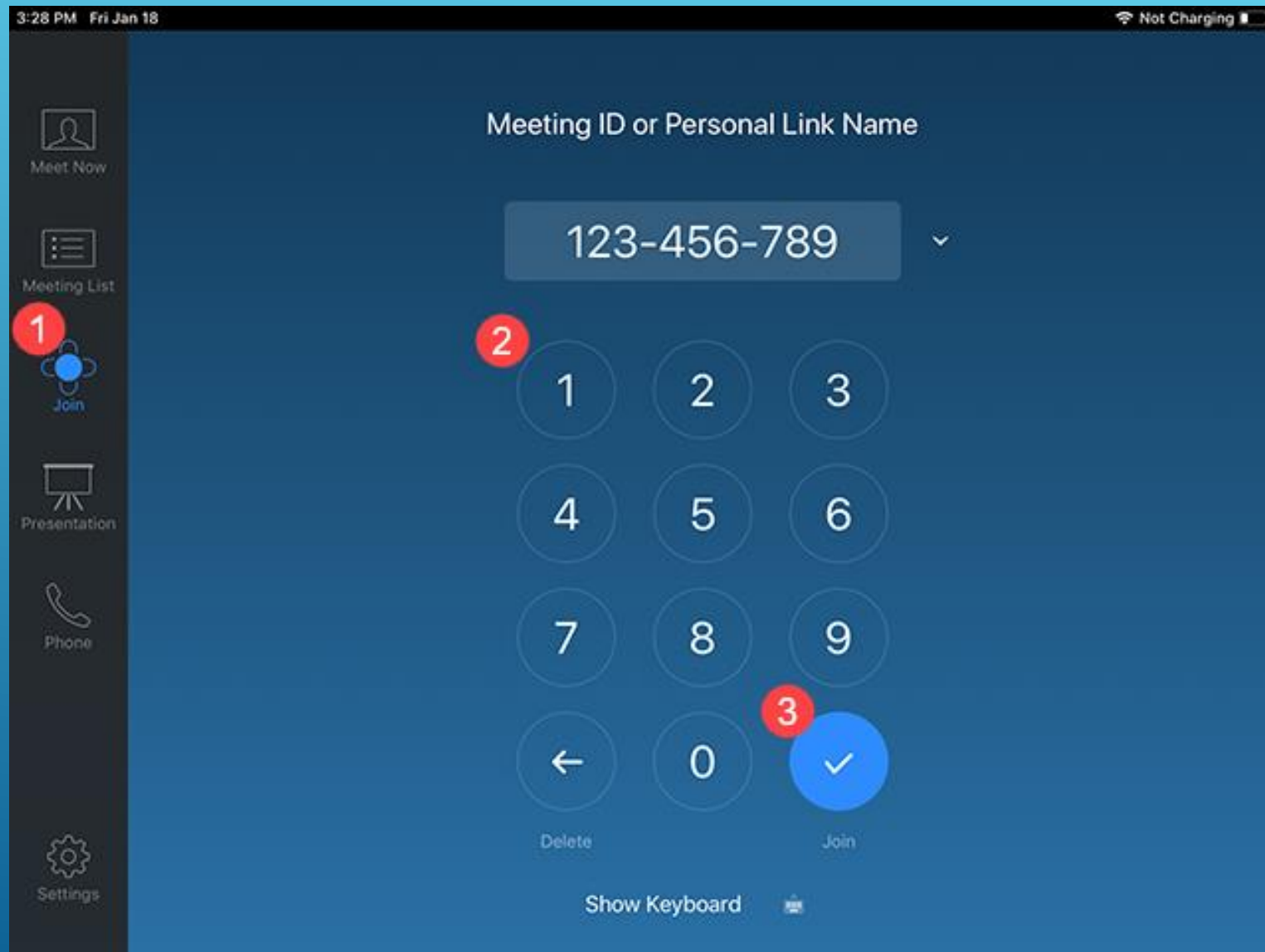
Johns Hopkins University 2020



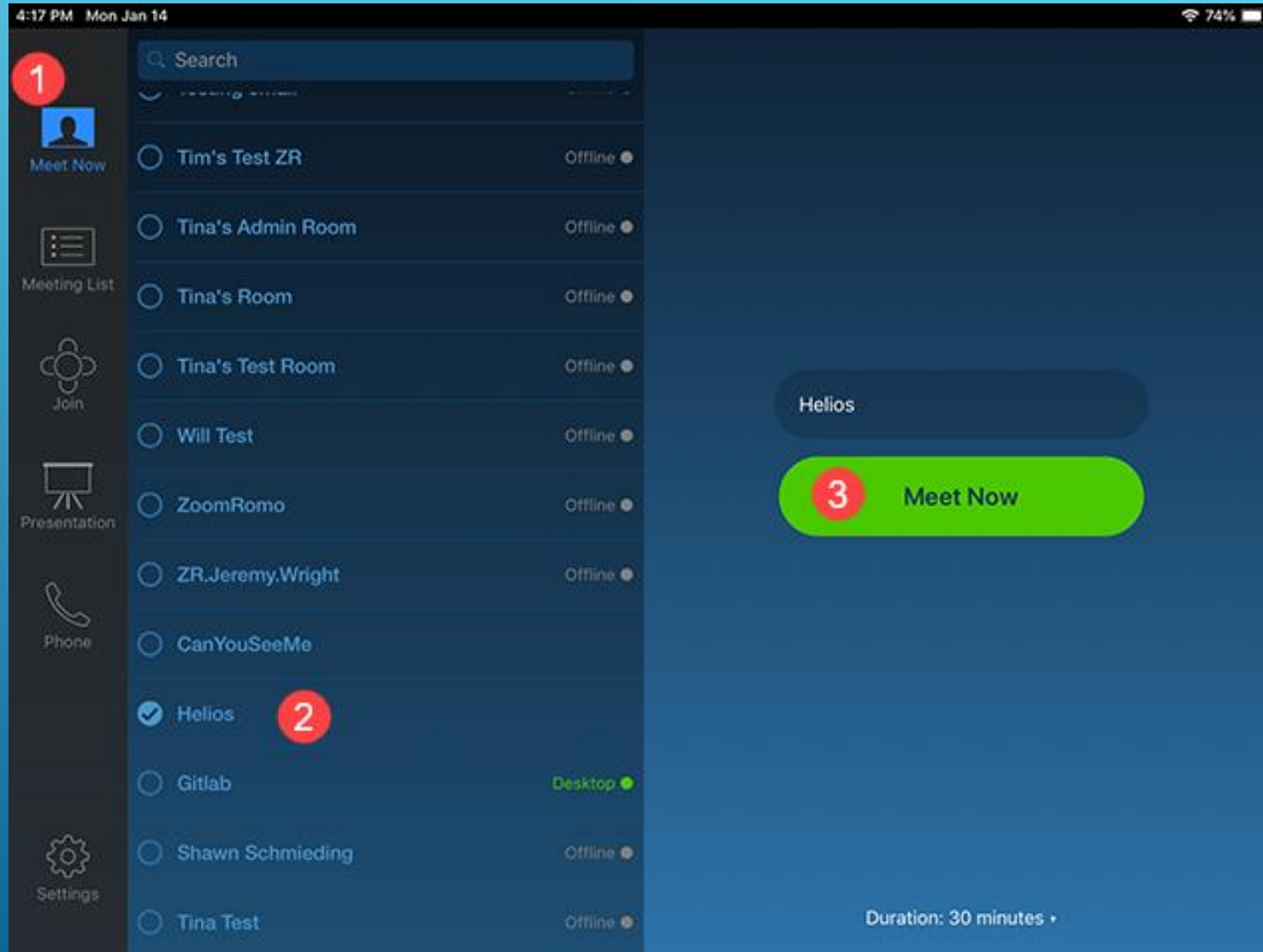
FIRST THINGS FIRST

- ▶ If display appears to be black, use remote or display power button under center of screen to turn on.
 - ▶ Set up any additional sources you may want to use (laptop, doc cam, mic pod)
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

ZOOM ROOM INTERFACE



ZOOM ROOM INTERFACE



ZOOM IN-PROGRESS MEETING

Mute/unmute room microphone

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

View and manage meeting participants



Leave the meeting or end the meeting if host

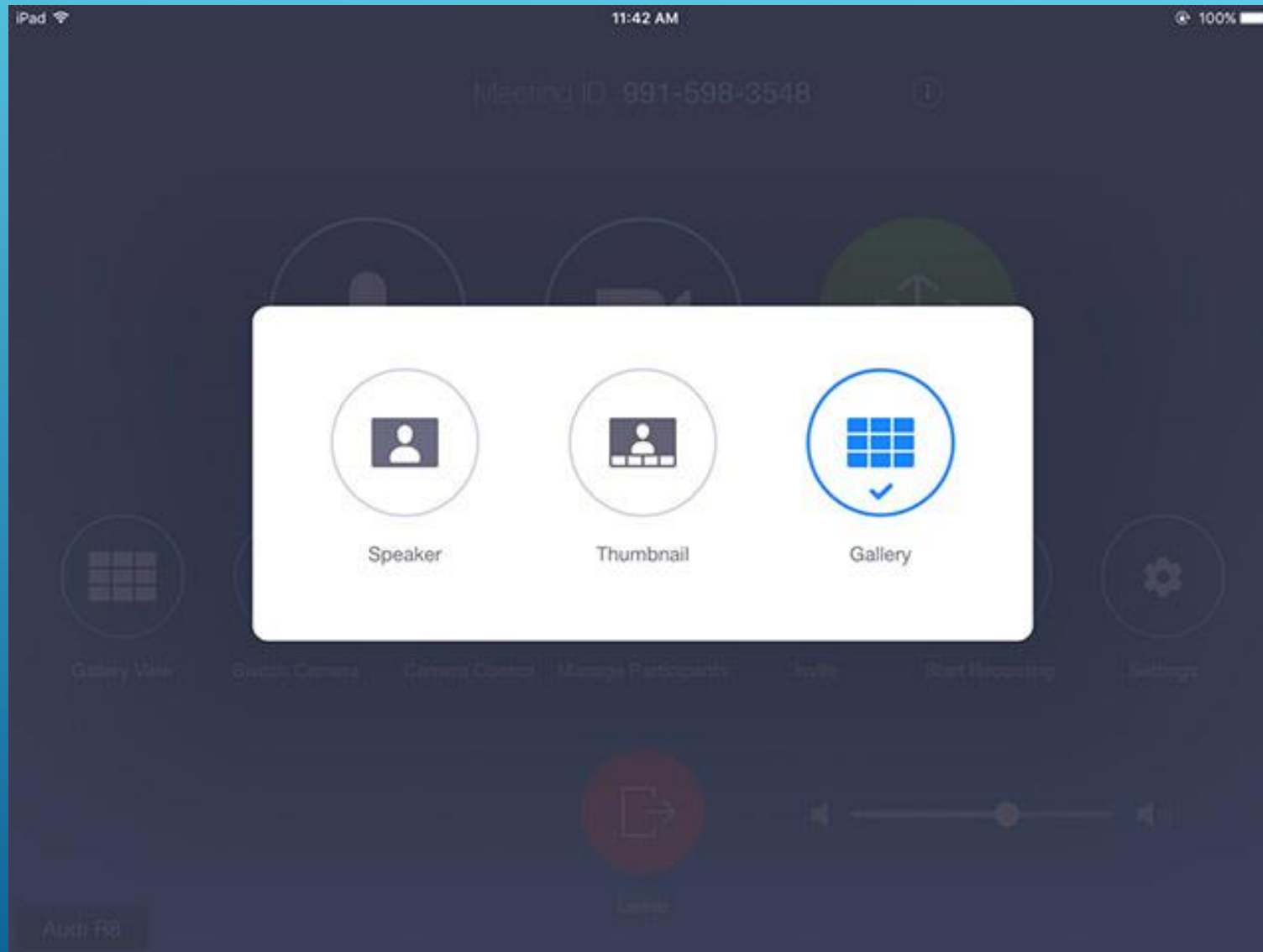
Invite others into the meeting

Share content from your laptop or mobile device

View meeting chat messages. You can even enable chat messages for the room display.

Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)

CHANGE VIEW



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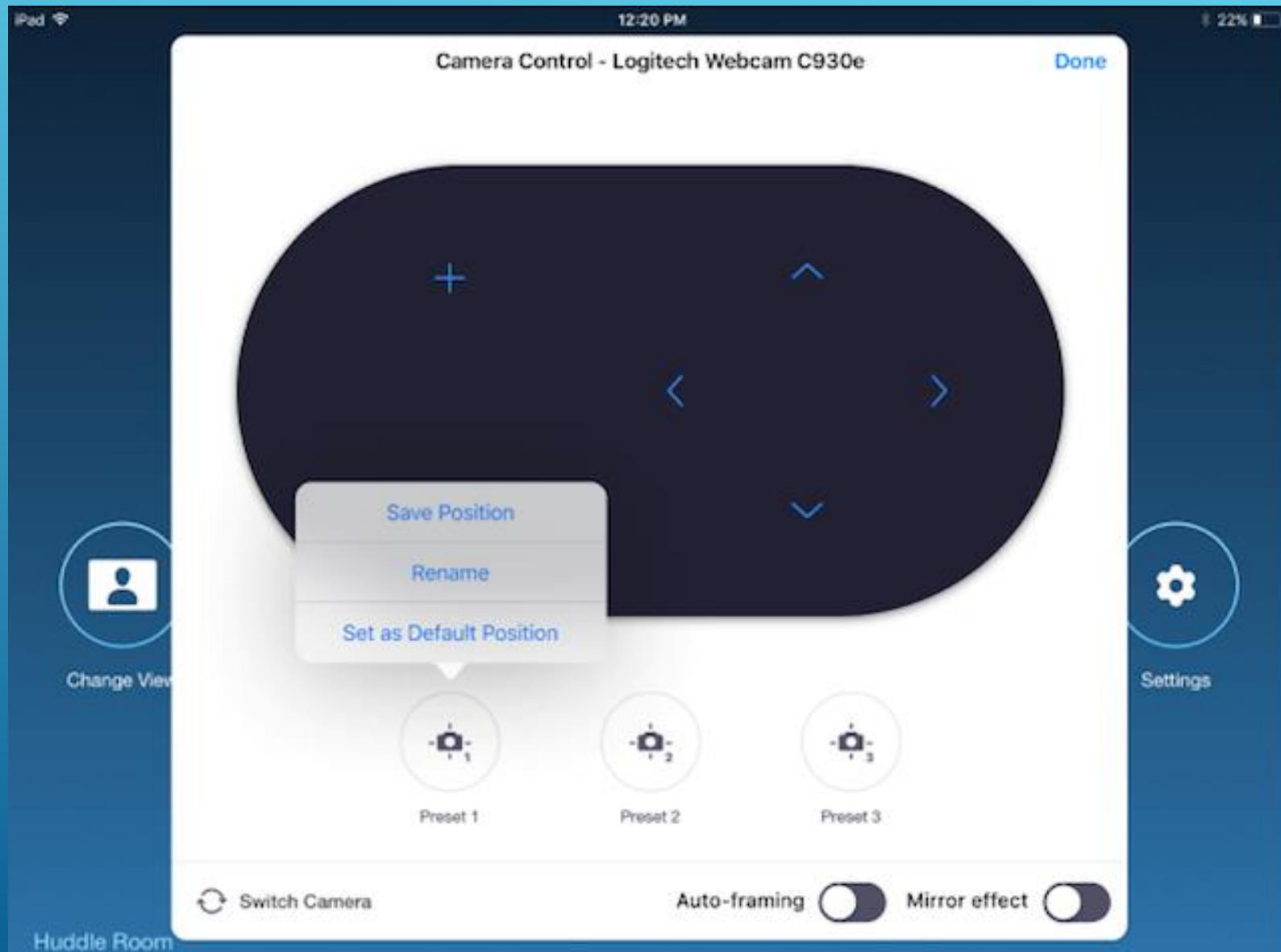
Invite others into the meeting

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CAMERA CONTROL



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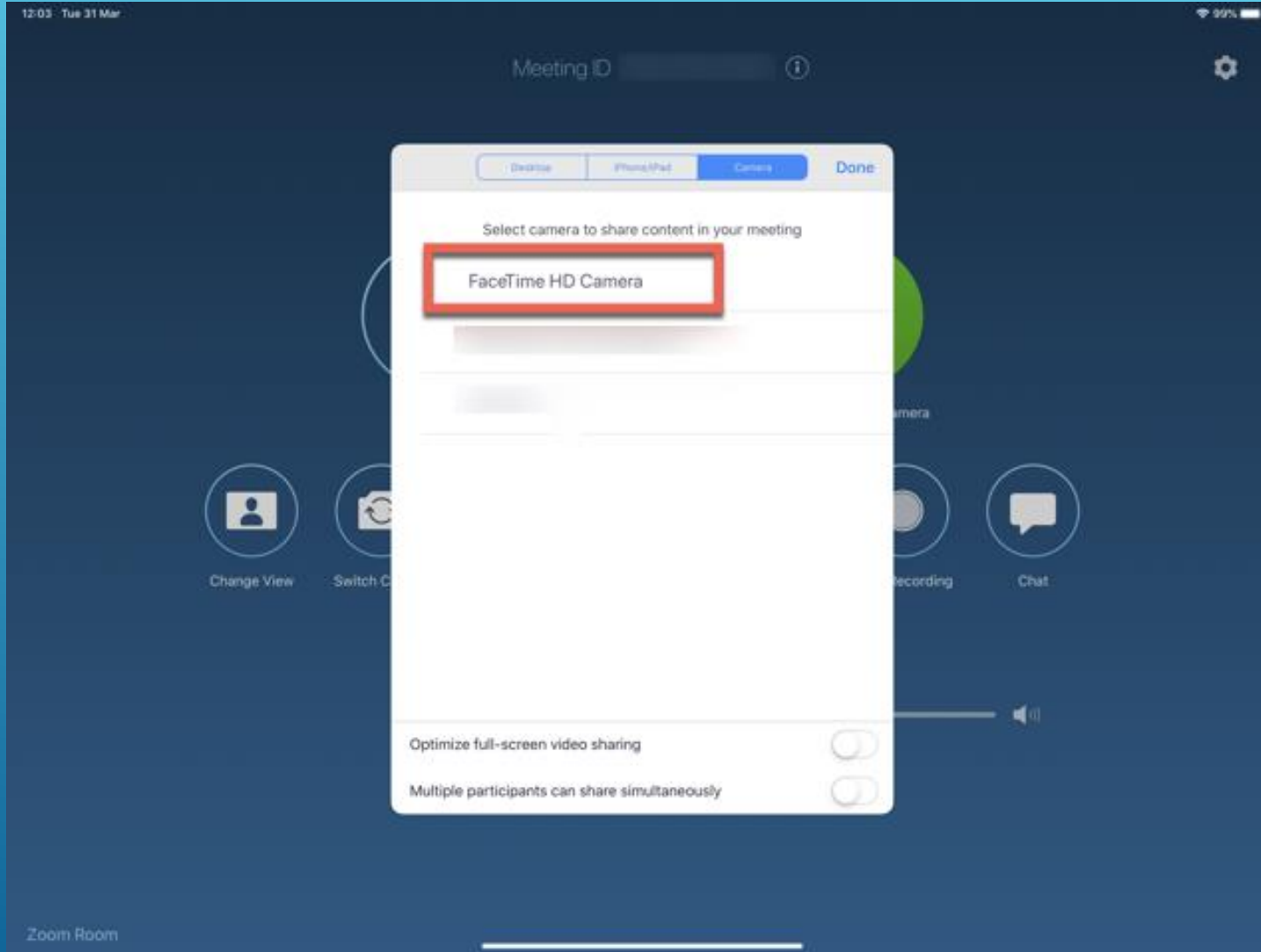
Invite others into the meeting

Share content from your laptop or mobile device

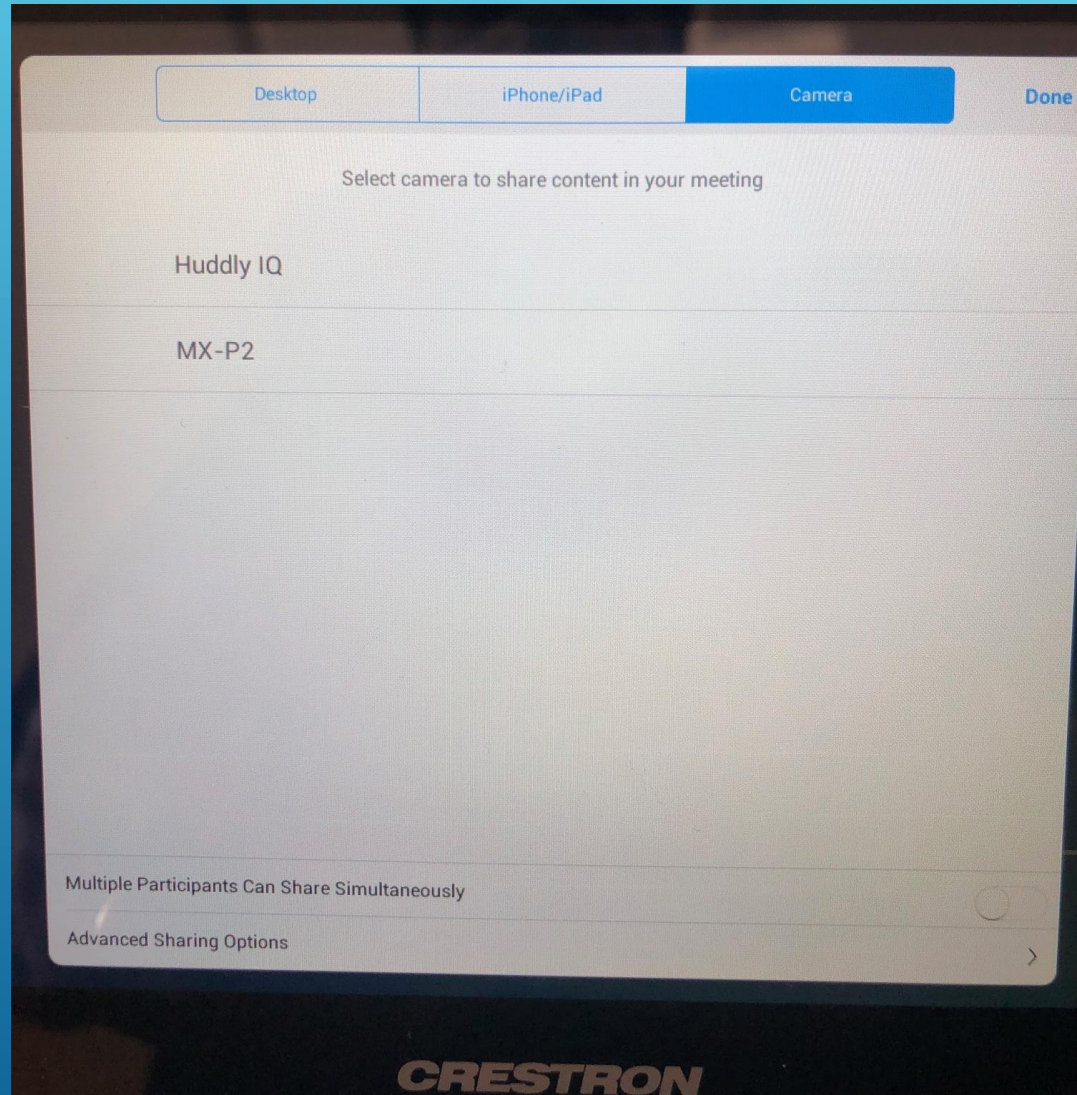
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ZOOM SHARE CONTENT



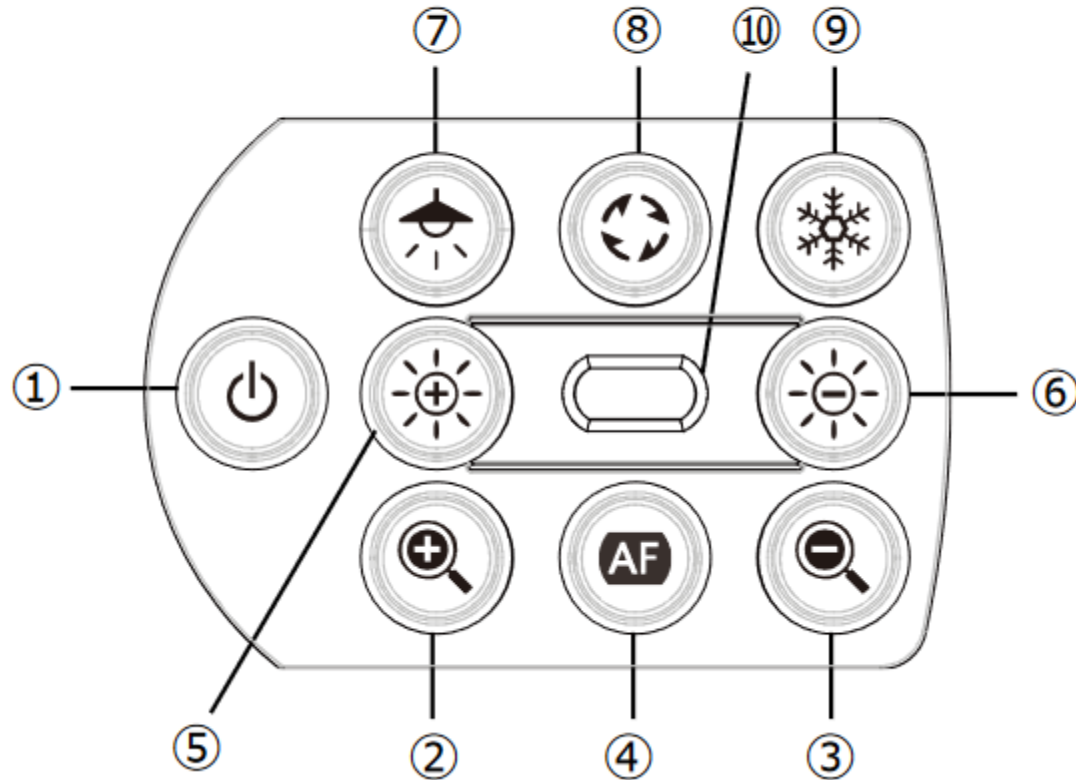
ZOOM SHARE CONTENT



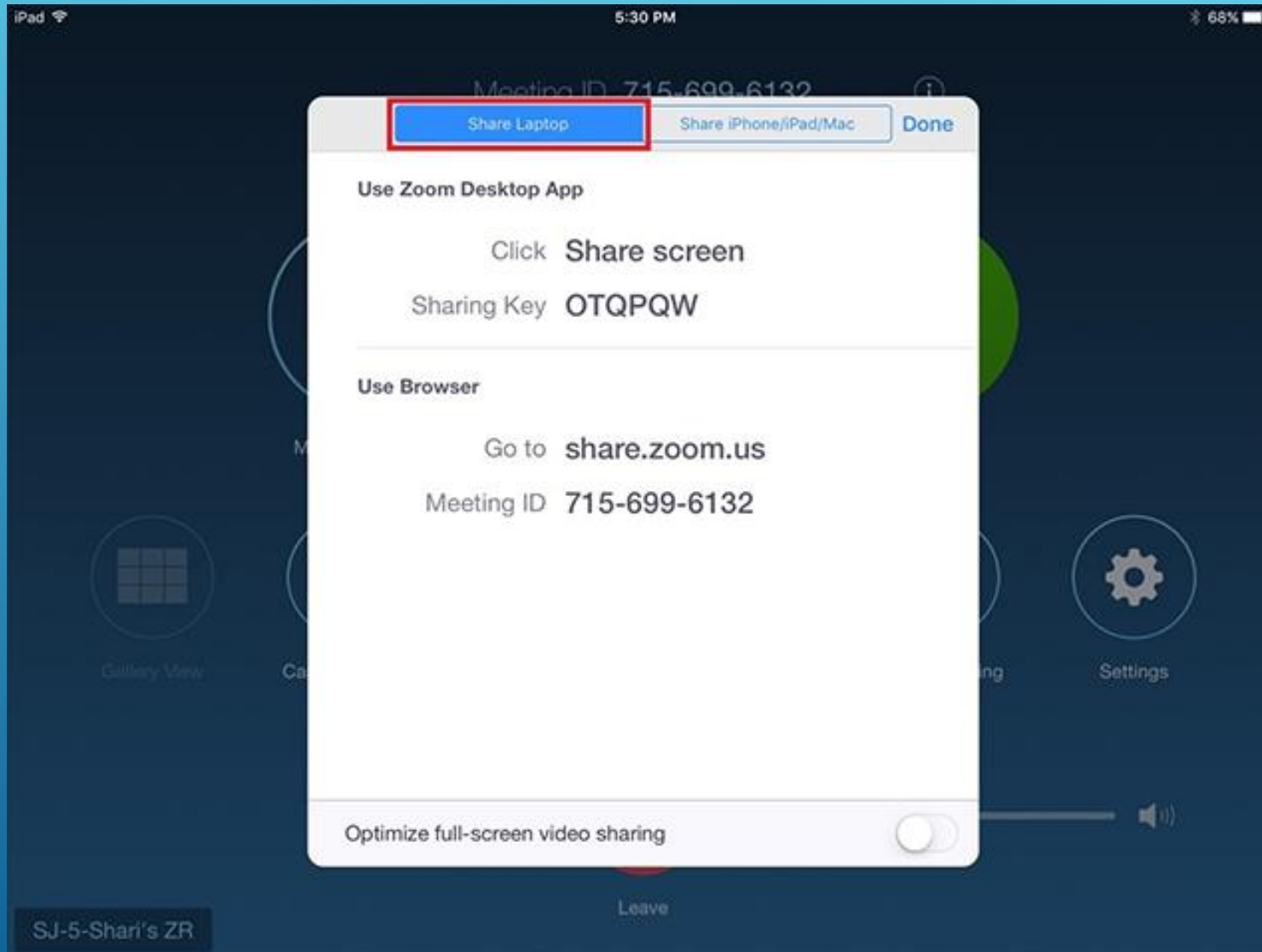
DOC CAM

Document Camera Controls

- 1) Power
- 2) Zoom-In
- 3) Zoom-Out
- 4) Auto Focus
- 5) Brightness +
- 6) Brightness -
- 7) Turn on the light
- 8) Image Rotation
- 9) Freeze Image
- 10) Status LED



ZOOM SHARE CONTENT



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LIGHTS

- ▶ Press top “I” to turn lights on and “o” to turn lights off
- ▶ 1 is the light to your left and 2 is on your right
- ▶ Both lights can dim if light is to harsh using the dots
- ▶ If room lighting is sufficient for your use leave studio lights off



QUESTIONS / REMARKS

KITCATS: 410-516-6699

kitcats@jhu.edu

CER: 410-516-7181

<https://kit.jhu.edu/reserve-KSAS-teaching-spaces>

Breakout Room: 300

