



IT - ACADEMIC TECHNOLOGIES

Lecture Capture Reference Guide

Large Lecture Hall



Before Using the Room

**Skip if you already use Zoom with Canvas*

Obtaining a UNM Zoom Licensed/Pro Account is a prerequisite to using the Classroom for live meetings and lecture capture. If you have not already done so, please follow these instructions to request a UNM Zoom Licensed/Pro Account: <https://webmeetings.unm.edu/licensing/index.html>

Web-enhance your course:

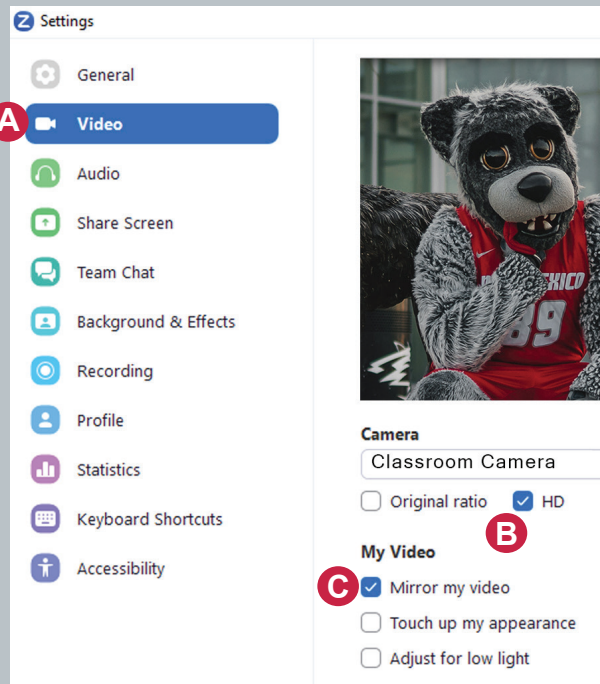
<https://canvasinfo.unm.edu/instructors/web-enhance-your-course.html>

Add Zoom as a tool to your course:

<https://canvasinfo.unm.edu/external-apps/instructor/zoom-instructor/how-to-make-the-zoom-meeting-tool-visible-in-a-canvas-course.html>

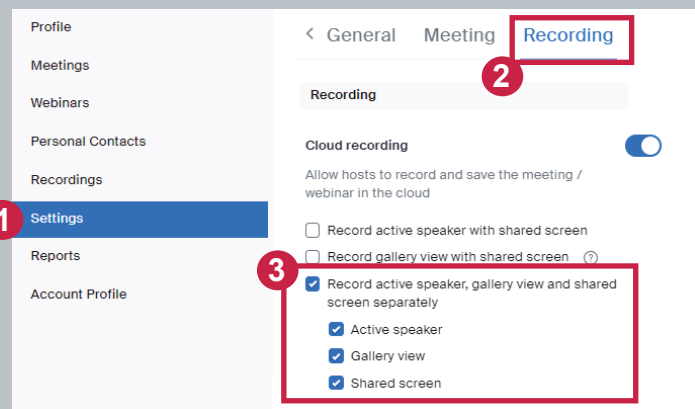
Configure Zoom settings to optimize the experience for remote users:

- In the Zoom application, enter **Settings** and select **Video**.
- Under **Camera**, select **HD** for enhanced, high definition video.
- Under **My Video**, turn off **Mirror my video** so text does not get reversed.



Lecture Capture setting for Zoom Cloud Recording:

- Login to your Zoom profile, select **Settings**.
- Select the **Recording** tab. <https://unm.zoom.us/profile/setting?tab=recording>
- Select **Recording the active speaker, gallery view and shared screen separately**, to configure your cloud recording settings to leverage the Kaltura multi-stream interactive video player.

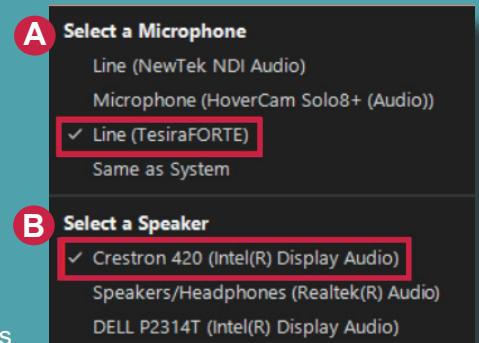


Using the Classroom for Live Meeting and/or Lecture Capture

- Log into the Lectern PC with your **NetID** and Password.
- Open a web browser, and log into UNM Canvas (<https://canvas.unm.edu>).
- Launch your Zoom meeting from inside UNM Canvas.
- Select Video and Audio sources in Zoom (click ^ next to the camera and microphone icons in your Zoom meeting).

Audio Selections:

- Select **"Line (TesiraFORTE)"** to use the wireless microphone to capture your voice (available for pick up in the appropriate annex or admin office; Call 277-5757 option 2).
- Select **"Crestron"** as the speaker so audio of remote students' questions and comments will be heard through the classroom speakers.



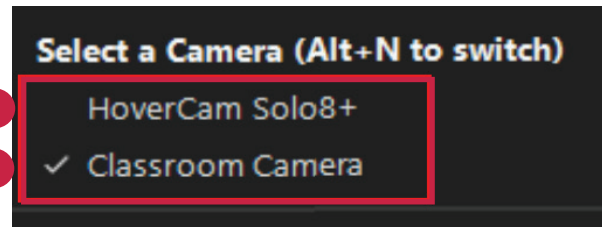
The instructions for adding the recordings to your UNM Canvas course can be found here: <https://canvasinfo.unm.edu/external-apps/instructor/zoom-instructor/zoom-recordings-and-unm-canvas.html>



Using the Classroom for Live Meeting and/or Lecture Capture (Continued)

Video Selection:

1. Select **HoverCam Solo8+** to use the document camera on the lecturn for free hand notes or artifacts.
2. Select **Classroom Camera** to use the classroom PTZ Cameras



Controlling the Cameras

Cameras have common presets controlled by an application on the Lectern PC.

Double click the **PTZ Camera Controller** icon on the desktop to launch the camera control application.



PTZ Camera Controller

- To choose between the cameras click the dropdown by **Selected Camera:**
 - A. Front Camera
 - B. Back Camera 1
- Presets** include:
 1. **Front**
 2. **Lectern**
 3. **Close up**
 4. **Projection Screen**
 - 5-7. **Whiteboards 1, 2 & 3**
- Motion Controls**
 - D. Click **+/- switch** to zoom in and out.
 - E. Click **arrow buttons** to tilt up, down, or pan from side to side, press **home button** to return to the default position.

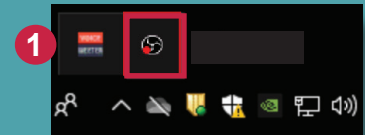


If camera is not working, review Troubleshooting options

Check if the OBS icon is present

The OBS application supports your camera. Look for it by clicking the ^ on the lower right side of your screen or system tray.

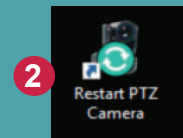
1. If you see it when logged in, leave it open. If it does not appear, restart your computer.



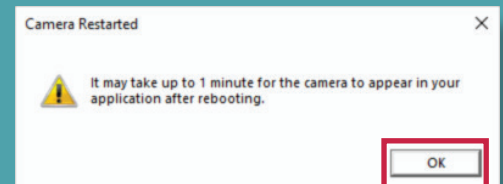
Restarting the Cameras:

Restarting the cameras may be needed if the camera feed does not show up after a minute, or if you notice that a discolored video feed continues after selecting "Stop Video" and "Start Video".

2. To restart the PTZ cameras, click on the **PTZ Camera Restart Icon** on the desktop.



The cameras will begin restarting. You will see a notification letting you know that it will take a minute to regain the camera feed. Click **OK**.



You may need to close and reopen the camera controller after the reboot if issues continue.

Begin Lecture Capture

For lecture capture, start a cloud recording in Zoom (which will be available in Canvas My Media after processing).

Visit <https://italerts.unm.edu/> to see any impacted service alerts.
Or call UNM IT Help Desk at (505) 277-5757 (Opt. 2)