



## ▶ USING ZOOM IN AN AUDIOCONFERENCE & LECTURE CAPTURE SPACE

**Overview:** These instructions are designed to help faculty record and audioconference from a classroom to remote students. These rooms have microphones and computers that can be used to conduct conferences and create recordings. With Zoom, the instructor and remote students can share class content while hearing each other. Zoom's record feature can also be used to capture content and audio in a class recording. If you would like to use video in these rooms, contact DCS to request a portable camera.

### Setting Up the Videoconference

- Note that in addition to following the instructions below, you can learn more about using Zoom and create an account by visiting [it.rutgers.edu/zoom](https://it.rutgers.edu/zoom). You can also learn how to create and start Zoom sessions within Canvas by visiting <https://canvas.rutgers.edu/external-apps/zoom/>.
- Once you have a Rutgers Zoom account, visit [rutgers.zoom.us](https://rutgers.zoom.us) and select **Sign in** and sign in using your Rutgers NetID and password.
- In the menu bar, select **Meetings**.
- Select **Schedule a Meeting** and enter your class information. Under Options, we recommend opting to mute participants upon entry selected. At the bottom of the page, select **Save**.
- On the confirmation page you may copy an invitation that will contain all the information that you should provide to your students.

### Getting Started in the Classroom

- At the Podium, if the touchscreen is black or displaying the screen saver, press **Enter** on the keyboard. Wait for the login screen to appear. When the login screen appears, enter your Rutgers NetID and password. Press **Enter**.
- After you have logged in, the Rutgers Room Control (RRC) window will automatically open. This is the dashboard from which you control the room.
- In RRC, select **Streaming** in the bottom left corner. In rooms with multiple screens, you will be prompted to select a display. Check off any displays where you would like to show the conference and press **Enter**. The projector will turn on and display the computer image.
- If you would like to be able to hear remote participants, on Rutgers Room Control, raise the Program Volume slider about half way. If remote participants are too soft or too loud, you can return to this slider to adjust the volume accordingly.

### Starting the Videoconference

- In the center section of RRC, select **Zoom**.
- In the Sign In with SSO window, log in with your Rutgers NetID and password.
- If at any point you are prompted to do so, allow Zoom to access the computer's microphone and camera.
- If you have already created a meeting, in the menu bar, select **Meetings**. Locate the class meeting and select **Start**.
- If you have not created a meeting in the Menu bar, select **Home**. Select **New Meeting**. You can access the information that students will need to join by clicking on **Participants** in the bottom of the Zoom window and selecting **Invite**.

- Select **Join With Computer Audio**.
- To begin sharing content, in Zoom select **Share Screen**. In the pop-up window you may choose to share your entire desktop or individual open applications. Select your option and press **Share**.
- To use and share the document camera in rooms equipped with one: in the computer dock, click on the Hovercam Flex logo. When prompted to allow Hovercam Flex to use the camera, click OK. The document camera will now be viewable in a computer window. Use the preceding instructions to share that window.
- To Share an image from your iPhone or iPad: connect your iPhone or iPad to the system's USB port using a USB to lightning cord. You need to provide your own cable. In the Zoom window, select Share. In the top of the pop-up window that appears, select **iPhone/iPad**.
- Remove the lavalier microphone from the system's drawer, turn it on, and attach it to your collar while pointing the microphone towards your mouth.

### Recording

- To record your videoconference, select **Record** and **Record in the Cloud**.
- When you are finished recording, press **Stop Recording**.
- You can access your video at any time by logging in at [rutgers.zoom.us](https://rutgers.zoom.us).

### Using Multiple Screens

- If your room has multiple screens, you may choose to put different content from the computer on different screens, including remote participants and class content.
- In the top center section of Rutgers Room Control, click on the Computer tab.
- Press **Enable Extended Desktop**. If a pop-up window appears, select the location where you would like to view additional desktops.
- The room's displays will now show the different desktops. You can put different items on each screen by dragging that item's window off of its current screen to the left or right and on the other screen.

### Ending the Videoconference

- In the bottom of the Zoom window, click **End** and **End Meeting for all**.
- When you are finished using the room, in Rutgers Room