Overview: These instructions are designed to help faculty stream from a Camera-Equipped Space to remote students. By streaming, students can remotely hear and view digital presentation materials (e.g., PowerPoint) of their instructor. In Camera-Equipped Spaces they can also view a video feed of the instructor.

Setting Up the Stream
Note that in addition to following the instructions below, you can also learn how to create and start a stream within Canvas by visiting https://canvas.rutgers.edu/external-apps/zoom/.

- If you do not have a Rutgers Zoom account, visit it.rutgers.edu/zoom/ to sign up.
- Once you have a Rutgers Zoom account, visit rutgers.zoom.us and select Sign in.
- In the menu bar, select Meetings.
- Select Schedule a New Meeting and enter your class information. 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.

- If your room has a lavaliere microphone, remove the microphone from the system drawer.
- Click the microphone to your collar and twist the microphone so it points to your mouth.
- Turn on the microphone by holding the top button until the light turns green.
- On Rutgers Room Control, raise the microphone volume slider to 50%.

Starting the Stream
Rutgers Room Control will automatically open. Select Stream in the bottom left corner. In rooms with multiple screens, you will be prompted to select a display. Check any displays where you would like to show the conference and press enter. The projector will turn on and display the computer image.

- In the center section, click on Zoom.
- In the Sign In window, select Sign In and Sign In with SSO and press Continue. Log in with your Rutgers NetID and password.
- In the menu bar, select Meetings. Locate the class meeting and select Start.
- In the Zoom window, select Join With Computer Audio.
- Click on the Start Video button. Click on the arrow next that button and choose a camera until you see the desired camera. You may also choose among the different options by returning to Rutgers Room Control and selecting cameras in the "Camera Selection" area of the Stream tab.

Ending the Stream
- If you are screen sharing, select Stop Share in the top menu bar. In the bottom of the Zoom window, click End. You may choose to either End Meeting for All, disconnecting all participants or Leave Meeting, allowing students to continue talking with each other.
- When you are finished using the room, in Rutgers Room Control, select Log Out.

More Information
- For more detailed information on using Zoom, visit it.rutgers.edu/zoom/.
- For more detailed information on using Digital Classroom Systems, visit dcs.rutgers.edu/instructions.