Using Zoom to Stream in an Audio & Screencasting Room

Overview
These instructions are designed to help faculty stream from an Audio and Screencasting Room or 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.
- Remove the lavaliere 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.

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 Sing In with SSO. When prompted for the company domain, enter “rutgers.zoom.us” and press Continue. Log in with your Rutgers NetID and password.
- In the browser that opens, go to rutgers.zoom.us and Continue. If prompted to, allow the computer to open Zoom and to access your microphone.
- In the menu bar, select Meetings. Locate the class meeting and select Start.
In the Zoom window, select **Join With Computer Audio**.

In the bottom bar of the Zoom window, click on the arrow next to the microphone. To ensure that the correct microphone is selected, under “Select a Microphone,” choose **Built-in Input (Line In)** or **USB Audio Device**. Under “Select a Speaker,” choose HDMI (Crestron). The available option may vary by room.

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 or Videoconference tab.

To begin sharing content, 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 share the document camera, click on the arrow next to Stop/Start Video button and select it from the list. The document camera feed will replace the video of you.

### Using Multiple Screens

In certain rooms, you put different computer images on different in-room displays.

- In the top center section of Rutgers Room Control, click on the Podium Computer tab.
- Press **Enable Extended Desktop**. If a pop-up window appears, select the location where you would like to view additional tools.
- The room's displays will now show two 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 to the other screen.

### Ending the Video Conference

- If you are screen sharing, select **Stop Share** in the top menu bar. In the bottom of the Cisco Webex Meetings 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/](http://it.rutgers.edu/zoom/).
- For more detailed information on using Digital Classroom Systems, visit [dcs.rutgers.edu/instructions](http://dcs.rutgers.edu/instructions).