

Setting Up For A Zoom Call

- Open Zoom on the classroom computer and login to Zoom using your UNG username and password
- Once logged in select the meeting for your class that you have setup
 - Or select New Meeting if you just needing to record your class
 - New meeting creates an instant meeting which is great for lecture recordings

Camera Controls

- Direction Pad to give you ability to Pan & Tilt the camera to any desired position in the classroom
- Zoom In and Out allows for a wider and/or tight shot of your presentation area
- Presets
 - Lectern: Camera will focus tight on the classroom lectern
 - Board: Camera will frame up the whiteboard area in the classroom
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Overview of Camera Presets

Lectern Preset

Board Preset

Custom Preset

Speaker and Microphone Settings For Zoom

When you start your Zoom session verify your microphone and speaker output are set accordingly, this can be accessed by selecting the up arrow next to the microphone:

Microphone: Echo Cancelling Speakerphone (EasyIP Decoder)

Speaker: Crestron (Intel(R) Display Audio)

If the speakers are not set to Crestron (Intel(R) Display Audio) you will not hear any virtual participants on the Zoom meeting session.

Camera Not Outputting Video

If the camera video is showing a blue output in Zoom, verify the camera is selected under video settings.

Ensure the camera is powered on by pressing camera on the control panel and/or if the room is equipped with a Vaddio camera remote, press the power button on the remote.

Purple Light on the front
camera indicates power is off

Blue Light on the front
camera indicates power is on

Zoom participants not hearing presenter from
classroom?

Recording Zoom

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- All Zoom meetings are recorded locally to the computer that Zoom call is hosted from.
- At the end of your meeting, your video will transcode then you will be prompted on where to save the file.
 - The video files save locally on the classroom computer, it is highly encouraged to move the files to another storage media such as a Network Drive or One Drive .

Best Practices For Zoom Classes

- When presenting, it is best to repeat questions or rephrase questions that were asked to where virtual participants can better grasp what was asked.
- When creating a meeting for class, create a re-occurring Zoom meeting, to where you have the same meeting weblink all semester.
- Give students multiple paths to access the Zoom meeting
 - Provide them the meeting ID and passcode along with the weblink
 - Provide them telephone dial in number to where they can join via audio telephone call.
- If a student has frequent issues connecting to the Zoom session with their device, have them contact the IT Service Desk.

IT Service Desk

Phone: (706) 864-1922

Email: helpdesk@ung.edu