

In-Room Zoom System IP address: 128.206.220.139**Upon entering the room if using the in-room system:**

1. Log onto the computer. You may need to select "Other User" to enter your logon credentials
2. Use the AMX panel to Power ON the Projector
3. If recording or to activate the in-room voice amplification, turn on the lapel microphone and attach to your person. The Room Volume can be managed from the AMX panel. It should be set to ~30 for the best in-room voice amplification without echo.
4. If recording with Zoom use the AMX panel to Power ON the Rear display

If using Panopto to record you should have completed all of steps 1-3. There is no option to capture instructor video when using Panopto. You can only capture instructor audio with the lapel mic and capture the activity on the screen.

If using Zoom to record you should have completed all of steps 1-4.

- a. Start your personal Zoom Meeting.
- b. When prompted to "Join with Computer Audio" X out of the screen. If you join computer audio you will create feedback. If you accidentally join with computer audio be sure to mute the Zoom session for the in-room computer, do not mute the audio or video for the Zoom room.
- c. You will not activate video from the in-room computer, you must **INVITE** and **ADMIT** the in-room Zoom system into your meeting to capture audio and video.
 - i. From your meeting screen select "Participants" and then "Invite"
 - ii. From the Invite screen select "Room System" then move to the "Call Out" tab
 - iii. Input **128.206.220.139** for the IP address and press "Call"
 - iv. When the connection is made select "DONE"
 - v. You can move the cameras using the arrows and zoom in and out using the zoom buttons located on the in room remote control.

Notes on using the Zoom Room

- Be sure to ADMIT the room after it has joined your invitation.
 - If you Mute All that will include the room and there will be no audio recorded. To unmute the room press # **1 2** on the remote. Press each key individually not all simultaneously.
 - All audio and video for the recording is done through the Zoom room not through the desktop computer. The computer is simply used to start the meeting, manage participants and share the screen.
- d. Activate Screen Sharing within Zoom on the in-room computer. The best practice is to share the entire screen so that you capture all on screen activity such as any web pages you may open or screen annotation you may utilize. Be sure to start Screen Sharing before starting the PowerPoint Screen Show otherwise you will not have access to the Zoom Menu bar.
 - e. If recording be sure to select "Record to the cloud" and NOT to the local computer.
 - f. When you are finished with your Zoom meeting be sure to select "End Meeting for All."

Laptop Use

There is a VGA and audio input jack for laptop use with the in-room projector.

DO NOT unplug any of the in-room cables or devices from where they are currently located.

Troubleshooting

If you have trouble with your Sound output be sure that the Sound Output device is set to “Speakers/Headphones (Realtek High Definition Audio)”.

If you have trouble with your Microphone be sure the Sound Input device is set to “Microphone (2-USB PnP Audio Device)”.

To calibrate the tracking of the annotation pen open the “Pen Calibration” shortcut on the desktop, select the calibrate tab and then press calibrate. You will need to tap the pen around all four corners of the screen then select OK.

If any of the devices are not working leave everything plugged in and turned on then RESTART the computer.

If you have difficulty, please contact:

Tonya Mueller: 573-884-7947

Chris Shriver: 573-882-2687

Contact info for other CAFNR IT can be found at: <https://mycafnr.missouri.edu/services/cafnr-it/>

If you are comfortable you might try these **ADVANCED TROUBLESHOOTING** steps.

To check Speaker and Microphone Sound Settings

1. Right click the microphone icon located in the bottom right corner by the clock and select “Open Sound Settings”
2. Confirm or edit the settings as follows.
 - a. Output: Speakers/Headphones (Realtek High Definition Audio)
 - b. Input: Microphone (2-USB PnP Audio Device)
3. If in-room amplification is not working:
 - a. Check the “Room Volume” selector on the AMX panel to be sure it is not muted and that it is set to at least 30. The mute button should be green.
 - b. Check that the lapel mic is ON and that you have ample battery power. There is an indicator on the transmitter display window. An extra set of batteries should be located in a battery charger on the wall behind the desk. If you replace the batteries please put the used batteries in the charger to recharge.
 - c. Open the Sound menu as described in step 1. Scroll down and select to “Sound Control Panel”
 - d. Select the Recording Tab then double click on “Microphone (2-USB PnP Audio Device)”
 - e. Select the Listen tab and confirm that “Listen to this device” is checked. Press Apply and OK.

If you cannot connect to the in-room Zoom system using the invite feature, you may need to reboot the Polycom box inside the cabinet. The Polycom device is the lowest box in the rack. Press and hold the power button for approximately 10 seconds until it blinks then let go. Now press the button again to restart the Polycom system. It will take a few minutes for the Polycom System to restart.