University of New Hampshire
Audiovisual Services
Technology Enhanced Classroom Training

Audiovisual Services Hotline:
Ext. **2467** (**603-862-2467**)
www.unh.edu/it/av

Kingsbury S320

Use the audiovisual system in this classroom to project from a variety of sources including **HDMI** and **VGA** connections, as well as the installed **Windows PC** computer and **Document Camera**.
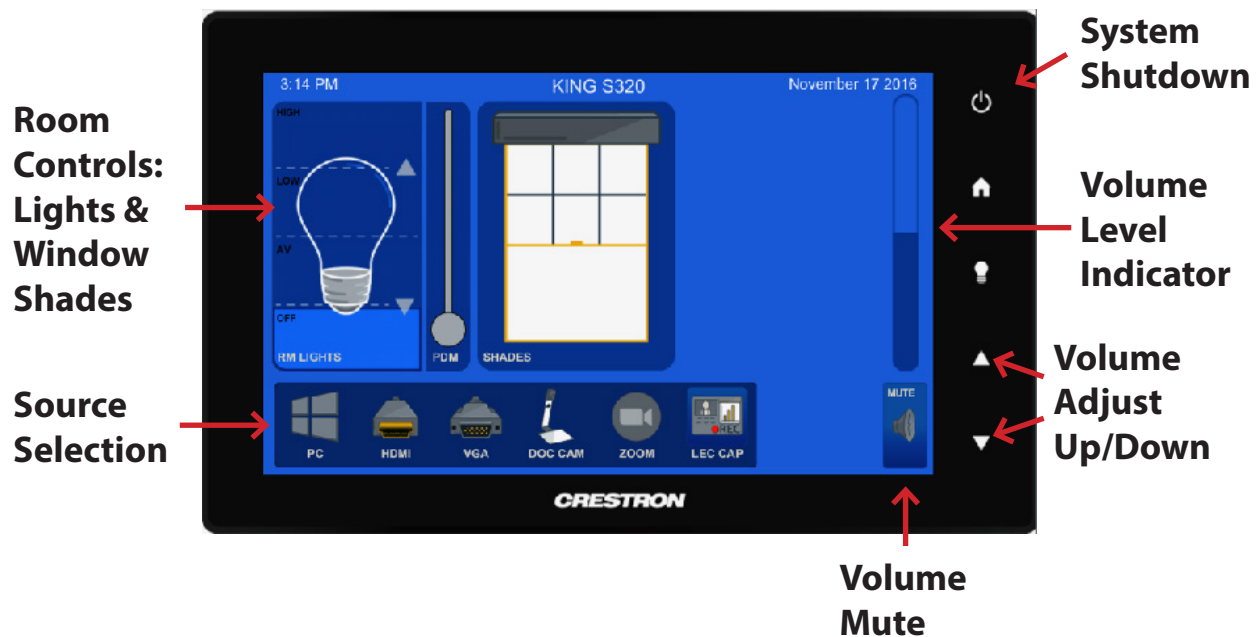
This room also has a dedicated computer running **Zoom Room** videoconferencing software. This allows instructors to host Zoom videoconference rooms and invite guests to join. The instructor podium has a dedicated iPad used to begin, control, and end Zoom videoconference meetings.

UNH Zoom homepage: **http://zoom.unh.edu/**
Problems with Zoom? Contact Zoom support at: **1-888-799-9666** or **https://support.zoom.us/hc/en-us**

The installed cameras and microphones in this room can also be used for non-ZOOM purposes (Lecture Capture, Skype, etc.) by connecting the USB **Camera & Mic** cable to a laptop.

For in-person training sessions contact AV Services at **603-862-2467**. Training sessions can be one-on-one or group sessions.

System Controls

To adjust system volume, first raise the volume of the video or audio file, then the device system volume, then the AV touch panel volume buttons. Ensure **Volume Mute** is not enabled.

If available, adjust the classroom environment using the lights, screen, and shade controls on the AV touch panel.

When finished, select **System Shutdown** on the AV touch panel.

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Using the AV system for standard presentations

Touch to wake up the AV touch panel and select your source device. If the source device is powered on and awake, the AV system will detect an active source and turn on. Your projection image will appear within 60 seconds.

To project from a laptop or portable device using a display adapter, *first* connect the HDMI or VGA cable to the adapter, *then* connect the adapter to your device. Select the HDMI or VGA source on the touch panel.

If you are connecting a laptop to the system for the first time, it may be necessary to adjust video or audio settings on your laptop. View the final page of this document for laptop troubleshooting tips.

Using the AV system for Kaltura Lecture Capture

The installed microphones and camera in this room can be used for Lecture Capture. Lecture Capture and Zoom videoconferencing can not be used at the same time.

To use Kaltura Lecture Capture on your device, open an internet browser to **media.unh.edu** and login with your UNH credentials. Use the **ADD NEW** drop-down menu, select **Kaltura Capture** and being recording. To use your laptop with the installed equipment, connect using the HDMI or VGA cable and adapter if necessary, as outlined above. Next connect the labeled **Camera & Mic** USB cable to your laptop. Launch KaltureCapture application and select the USB camera and Microphones in the settings.

For more information about Kaltura Lecture Capture please visit the UNH Knowledge base article - **#1050 Kaltura: An Overview**

Starting a Zoom videoconference meeting

1. On the AV Touch Panel, select **Zoom** as your source device, then **Zoom Mode**
2. On the podium iPad, select **Meet Now** in Zoom app

If ZOOM is not connecting please restart / reset the iPad. Hold down the home and on/off buttons at the same time. Continue to hold even after slider appears, the screen with eventually go black. When the Apple logo appears, let go of the buttons and let the iPad start up as normal.

3. Select Invite to invite participants to join your meeting, or give them the room Meeting ID# before hand.
4. Remote participants should navigate to **zoom.unh.edu**, then select their connection method. The Meeting ID# for this room is: **603-862-3200**
5. After joining the meeting, any user can invite others by clicking **Invite** in Zoom software
6. Put on instructor LAV mic using lapel clip or lanyard
7. Adjust system volume on the AV touch panel if necessary

At this step, the meeting is live. You are sharing video from the installed room cameras and audio from the installed room microphones.

To share content from the installed instructor PC (Powerpoint, Youtube, etc.) with the meeting:

1. Select PC on AV Touch Panel. Log into PC, open presentation materials.
2. Navigate to **zoom.unh.edu** in a web browser. Click **Join With Computer**. Input Meeting ID# from above.
3. Select **Share Screen** button at bottom of Zoom window. Select which parts of your screen you would like to share.

Join a Meeting

- 🖥 Via Computer
- 📱 Via Smartphone/Tablet
- 📞 Via Phone
- ⭕ Via Room System
- ▦ Via ZoomRooms

zoom.unh.edu
Connection Dialog

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During a Zoom Meeting

The rear room monitor will always show the camera view of the meeting participants. This view can either be set to Gallery (all participants shown at once in a grid), or Single view. This is changed with the Gallery View button on the iPad.
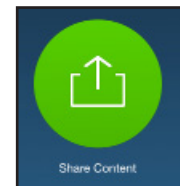
The projection image will always be showing either shared screen content, or the camera of the member currently speaking.

To lock the projection image to just one member (disabling video switching to the active speaker), the instructor must mute all other participants using the Manage Participants button on the iPad.

To switch the projection image from camera views to instructor computer content, select the **Share Screen** button at bottom of Zoom window. Select which parts of your screen you would like to share. Select **Stop Share** to return to camera views.

Connecting as audience member to share screen content

Selecting the Share Content button on the iPad will display a popup window on the projector and rear monitor showing a Zoom meeting URL and a Zoom Meeting ID #. Audience members can navigate to this URL and input the meeting ID to join.
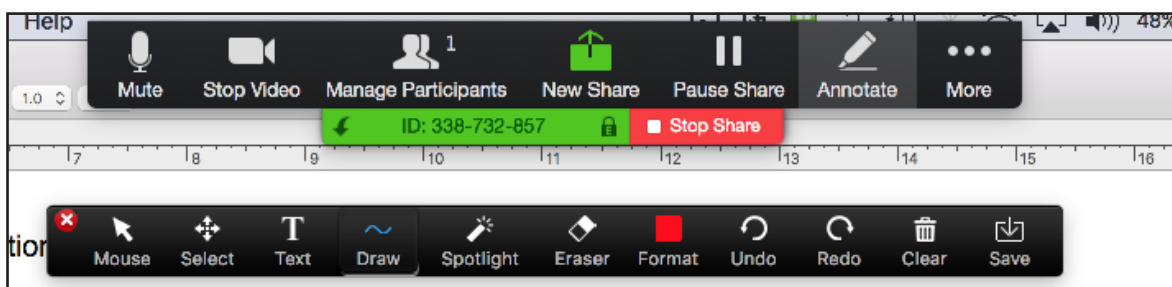
Connecting in this fashion allows for ONLY sharing screen content, not camera or microphone. This connection method can only be used by audience members physically in the Kingsbury S320 classroom.

If participants need to share camera or mic content, they must join by navigating to **zoom.unh.edu** in a web browser, then clicking **Join With Computer**. Input Meeting ID# **603-862-3200**

Annotating over shared screen content

Any member of the meeting can annotate over the screen content currently being shared with the meeting. Select **Annotate** at the top of the Zoom window to open the Annotation options.

The person sharing their screen content has control over deleting annotations done by themselves or other members. All members can delete their own annotations by selecting the **Clear** button.

Annotations can be done by the instructor using either the podium Tablet monitor & pen, or by using finger gestures on the projection image.

To end the Zoom meeting, select **End Meeting** on the iPad, then select **End for All**. Log out of instructor PC.

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Laptop Troubleshooting

If your device requires a display adapter to connect to the provided HDMI or VGA cable, connect the HDMI or VGA cable to the adapter *first*, *then* connect the adapter to your device. Select the HDMI or VGA source button on the AV touch panel.

If your classroom does not have an instructor podium, ensure HDMI or VGA cable is securely connected to the wall AV input plate.

Mac Laptop Troubleshooting

Video Mirroring
Mirroring displays the same image on each display.

Connect adapter to cable, then adapter to laptop.
From the Apple () menu, choose System Preferences.
Choose Displays. Click the Arrangement tab.
Enable (check) "Mirror Displays" in the bottom-left corner.

Changing Display Color Profile
Color Profiles control the color balance and contrast levels for a display.

From the Apple () menu, choose System Preferences.
Choose Displays. Click the Color tab.
Select a color profile from the list on the left. Click through the profiles and select the one that looks the best.

Audio Settings
It may be necessary to select the correct Sound Output settings.

From the Apple () menu, choose System Preferences.
Choose Sound. Click the Output tab.
If using HDMI, select HDMI as the output.
If using VGA, select Headphones as the output.

Change Display Resolution
Display resolution determines the size of text and objects on your screen.

Connect adapter to cable, then adapter to laptop.
From the Apple () menu, choose System Preferences.
Choose Displays. Click the Display tab.
Select the Scaled button.
Select the highest resolution in the list.

Windows Laptop Troubleshooting

Duplicating Displays
Duplicating displays the same image on each display.

Press and hold the Windows key + P. In the window that appears, select Duplicate.

Changing Display Color Profile
Color Profiles control the color balance and contrast levels for a display.

Click the Start button, and then click Control Panel.
In the search box, type color management, and then click Color Management.
Click the All Profiles tab, and then click Add. Locate and select the new color profile, and then click Add.
Click Close.

Audio Settings
It may be necessary to select the correct Sound Output settings.

Click the Start button, and then click Control Panel.
Click Sound Settings.
If using HDMI, select HDMI as the Sound Output.
If using VGA, select Headphones as the Sound Output.

Change Display Resolution
Display resolution determines the size of text and objects on your screen.

Right-click on the desktop and choose Screen Resolution. Set the screen resolution to the highest setting available.