

## WCC 236 CAMERA OPERATION FOR ZOOM FROM BACK OF ROOM

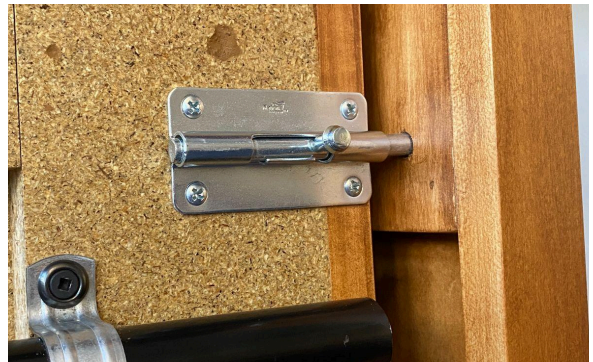
### I. OPENING & PREPARING MURPHY CABINET AV

*Ask PEPS Staff to open the cabinet, if it is locked. (Key 8NH3 is required to open Murphy.)*

1. Open top AV (Murphy Table) Cabinet with key.



2. Unlock Table with bolt on top right.



3. Carefully lower the table and leg. (It's sturdy & heavy). Straighten and secure leg.

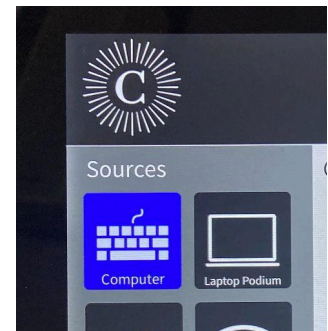


4. Set-up the desk like this:

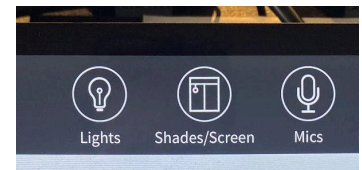


## II. STARTING & PREPARING TEACHING STATION.

1. Turn on Teaching Station using Crestron & Select Computer.
2. Turn on Computer (little black button at knee level)

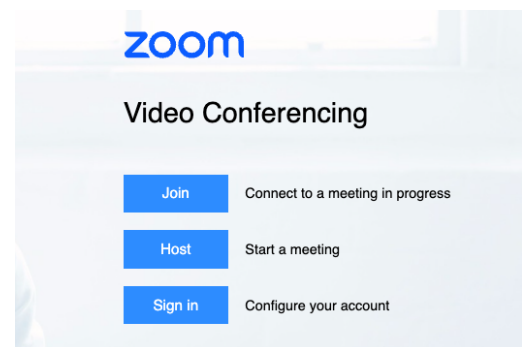


3. Turn on All lights using Touch Panel.



## III. INITIATE RECORDING using ZOOM AT TEACHING STATION:

1. Log into Zoom at [carleton.zoom.us](https://carleton.zoom.us)\*
  - A. Choose Sign In, and sign in using Carleton's SSO Duo process.
  - B. In Zoom
    1. Set Mic input to *AV Bridge 2x1*
    2. Set Speaker input to *AV Bridge 2x1*
    3. Set Camera input to *AV Bridge 2x1*
      - a) *You should now see the room through a built-in camera.*
    4. Click Record to Cloud (recording will go to Zoom Meeting owners' *Meeting Recordings* Folder in Panopto).
    5. If using projection during the presentation, click Share Screen.
    6. Head to the back/Murphy desk, where you'll control the cameras.



*\*Note: Panopto or other recording software can work with cameras, too.*



#### IV. Operating Built in Vaddio PTZ Cameras from Back of Room.

While you don't **need** to join the Zoom meeting as a participant from your own laptop, it may be helpful, as it will let you see the "Live View" more easily. **If you're joining the Zoom meeting, be sure to mute your microphone, speaker, and camera. Then, plug your laptop into Monitor 2 using the appropriate HDMI cable.**



\*NOTE: whatever Camera is selected on the Crestron Panel is LIVE to your Zoom viewers. You'll use the Vaddio Switcher to prepare the next shot, and then you'll switch shots using the Crestron panel. **IF THE CRESTRON TOUCHPANEL has Camera 1 selected AND the VADDIO SWITCHER has Camera 1 selected, any camera movement will be visible in the recording. So, to operate the cameras and avoid awkward camera movement in the recording, follow the following process:**

1. Check which camera is LIVE on the **CRESTRON panel**.
2. On the **VADDIO switcher**, choose a camera that is NOT LIVE on the Crestron switcher.
3. Using a preset or the joystick on the VADDIO SWITCHER, adjust the camera angle of the NOT LIVE camera. You will see the camera on Monitor 1.
5. Once you've found the preview shot on Monitor 1, press the CAMERA button on the CRESTRON SWITCHER to switch to the new camera angle.
6. Repeat as needed . . . remembering to **avoid adjusting the camera that live on the Crestron Switcher**. Only adjust when a non-live camera is selected on the Vaddio.

\*This is not a standard live production set-up, but . . . it can work. 😊

## V. AFTER THE EVENT:

1. After the event, first return to the teaching station, stop the Panopto Recording, and initiate the upload. ***\*\*If you don't initiate the upload, the recording will be wiped because the computer refreshes.*** Once the upload is complete, processing begins. You can shut down the computer when it is processing, as long as the upload is complete.
2. Carefully close the Murphy Table AV Cabinet—being sure to lock the bolt before locking the door. (No power shutdown is required.)

*If you have any questions, slack Dann.*



