

Using Zoom in HPC Classrooms

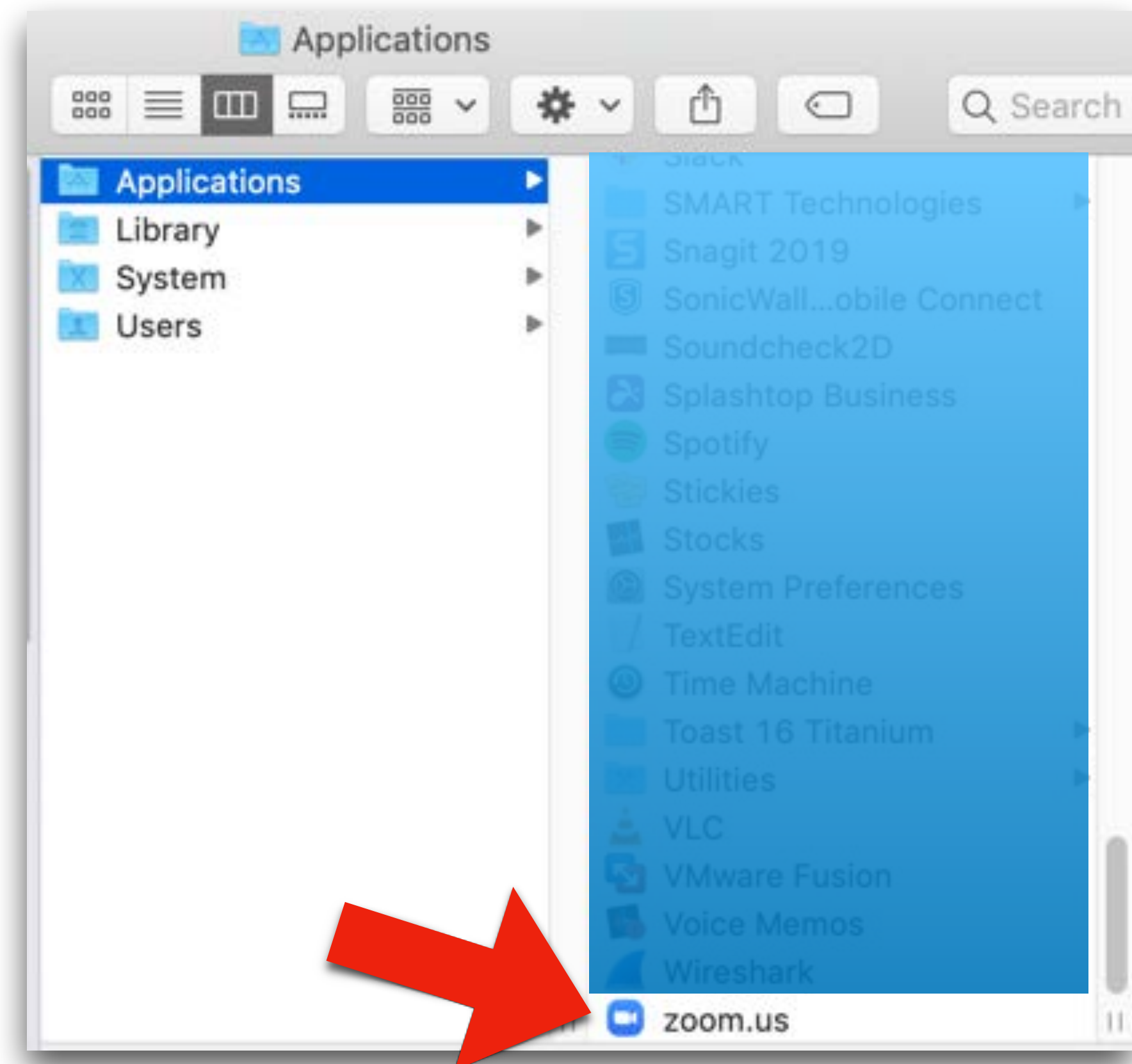
Welcome to Zoom at HPC

What are the changes?

- Our classrooms have been outfitted with Zoom and rewired for video and audio input.
- There are two Zoom Classroom configurations each with their own instructions.
 - “Zoom Lite Classrooms” are classrooms that can conduct a Zoom class by using the only the podium document camera.
 - “Zoom Classrooms” are classrooms that have been outfitted with built in microphones in the ceiling and cameras on the back wall.
 - These rooms are **C217, C307, C319 and C332.**

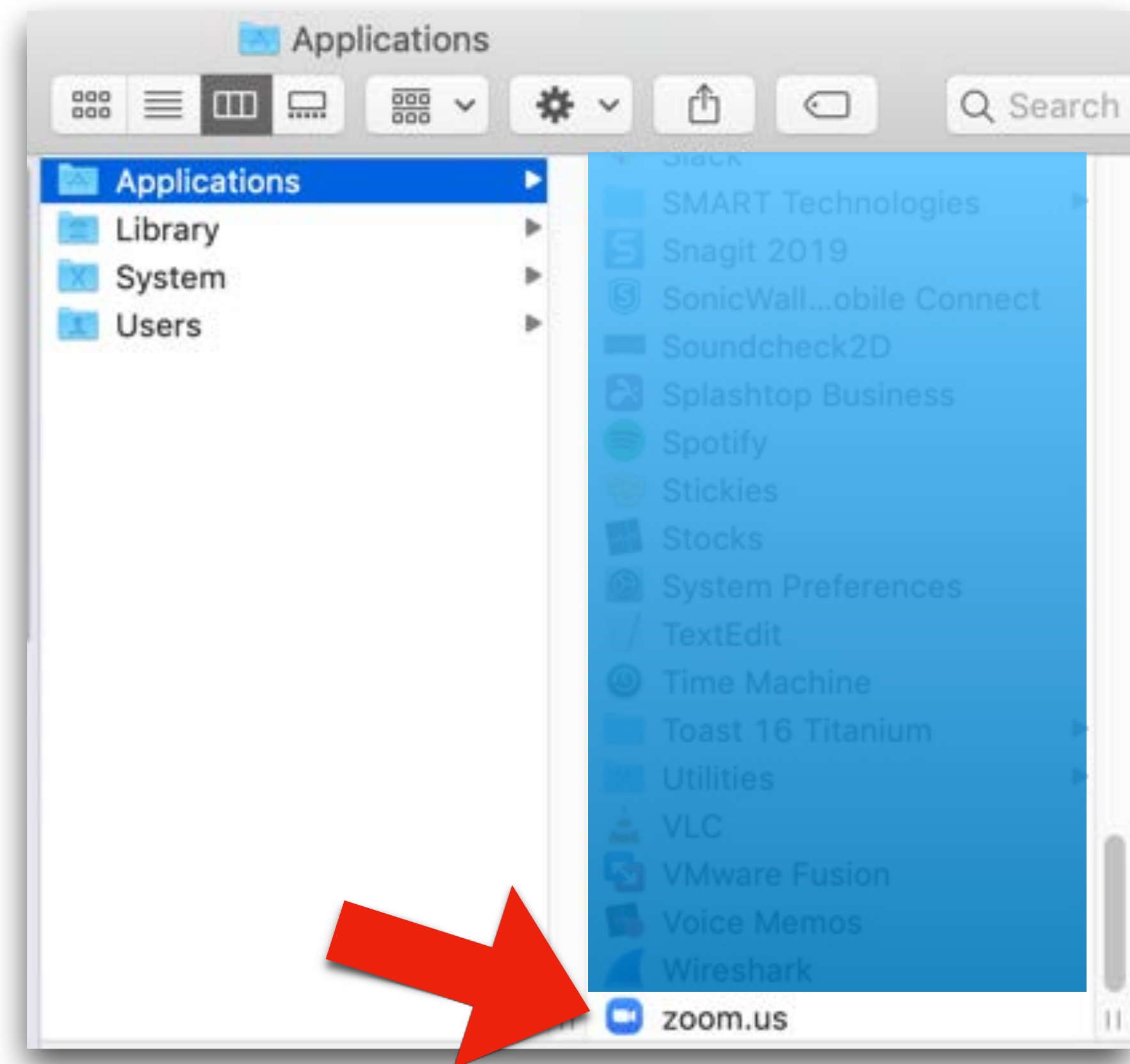
Using Zoom

- Please use this link to learn how to log in to and use Zoom if you need additional details about Zoom at DePaul.
- <https://resources.depaul.edu/teaching-commons/teaching-guides/technology/zoom/Pages/setting-up-zoom.aspx>



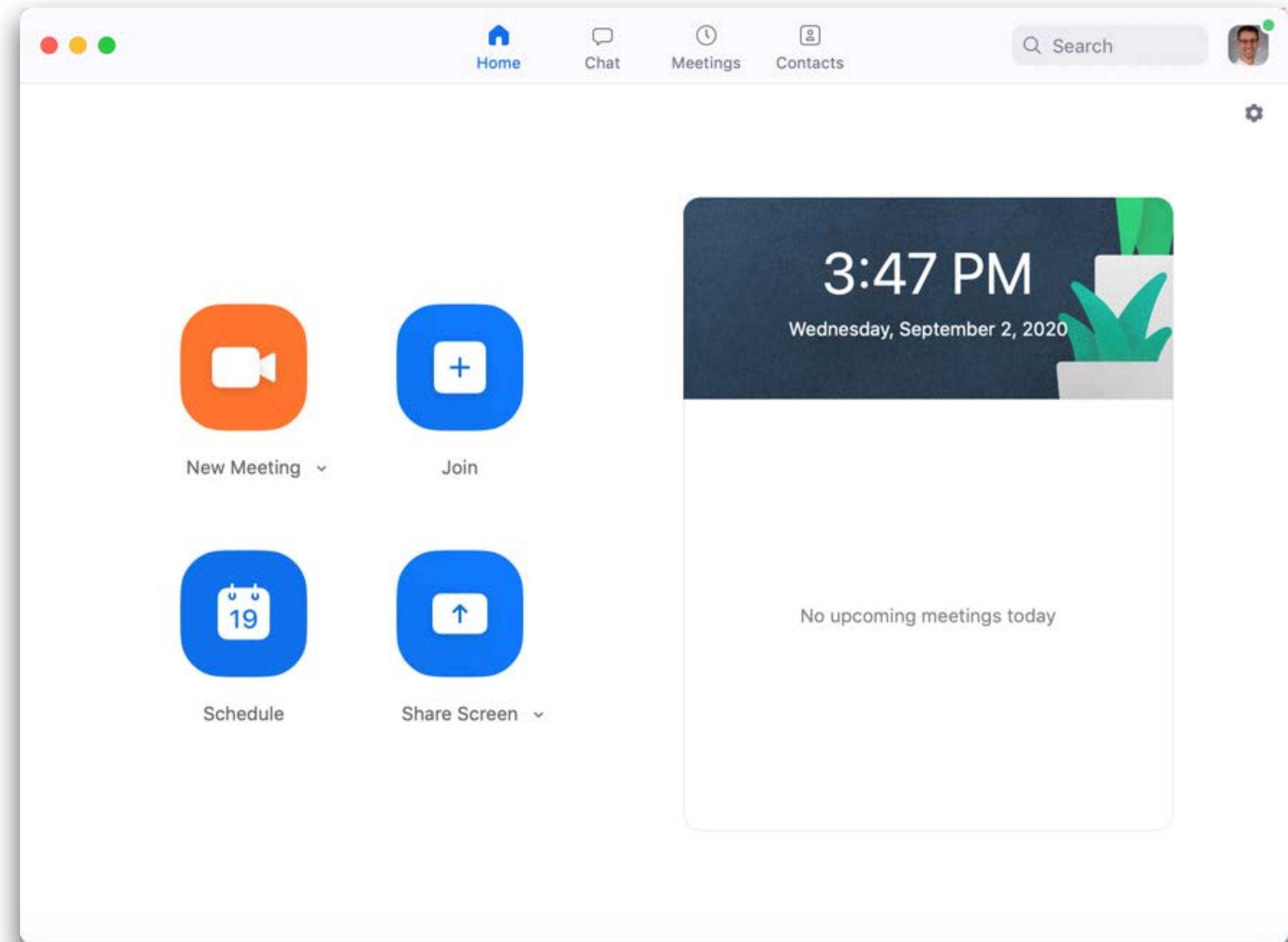
Zoom in the Classroom

- All of our classroom computers have Zoom installed. You will find it in the *Applications* folder on the computer's hard drive.
- You will simply open the *Zoom.us* application and log in (via SSO) using your Campus Connect Credentials.
- Follow the browser prompts and allow Zoom to access the camera and microphone (if asked).



Using Zoom in the “Zoom Lite Classroom”

If you are teaching from rooms that are **NOT C217, C307, C319 or C332**, the following instructions will assist you in setting up Zoom to use the document camera’s microphone and the document camera as a web camera.



Setting up the document camera as a webcam

The document camera on the podium serves a dual purpose. It can be a document camera and a web camera.

If the camera hasn't already been prepared to be used as a document camera, you will need to change a couple of settings to make this happen.

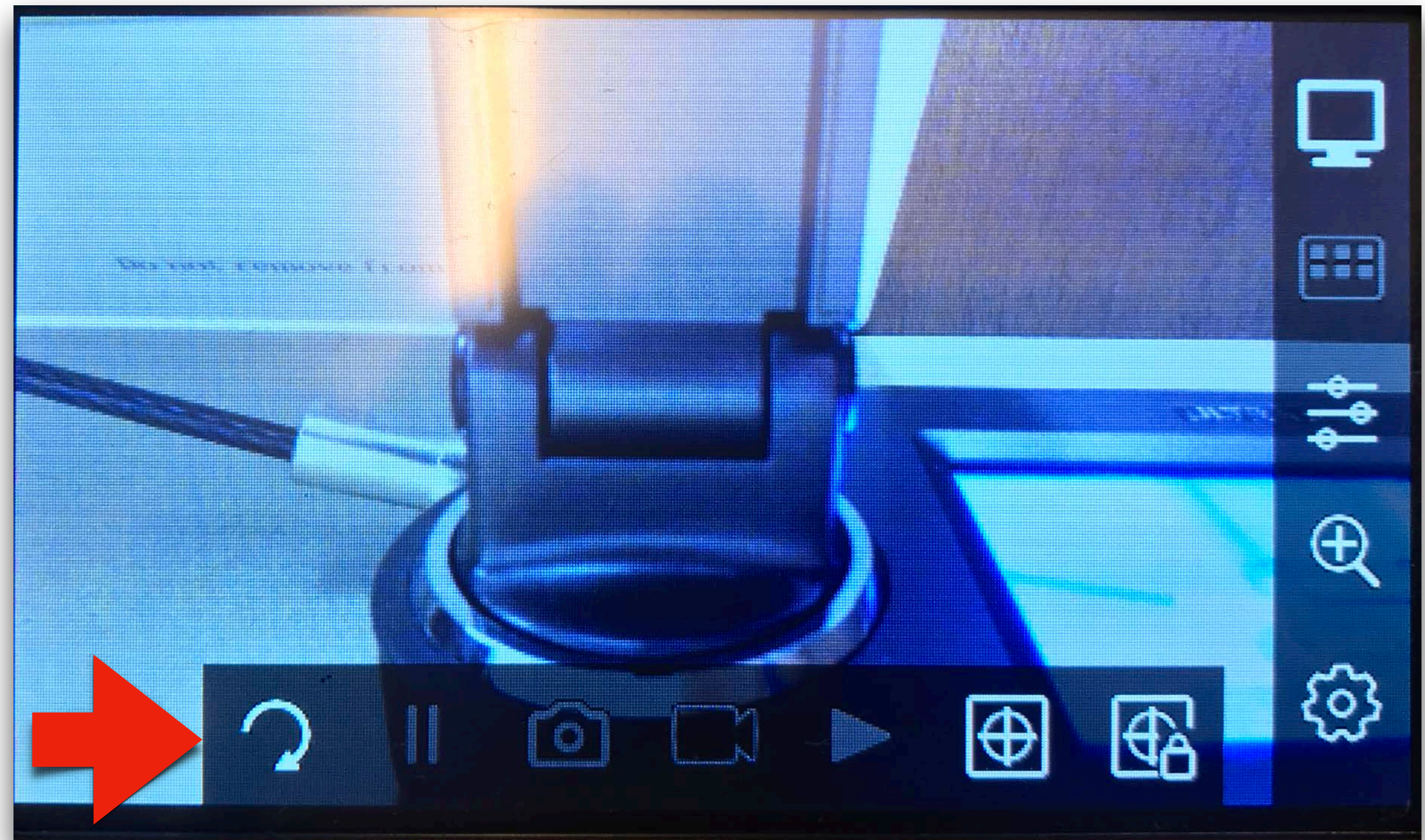
- You must physically orient the camera upward.
- Lift the camera arm up so that the lens is facing you.



Setting up the document camera as a webcam

Setting image orientation

- Make sure that the image orientation is correct. If it is not, click the “rotate” button using the touchscreen until the image appears “right side up”.



Setting up the document camera as a webcam

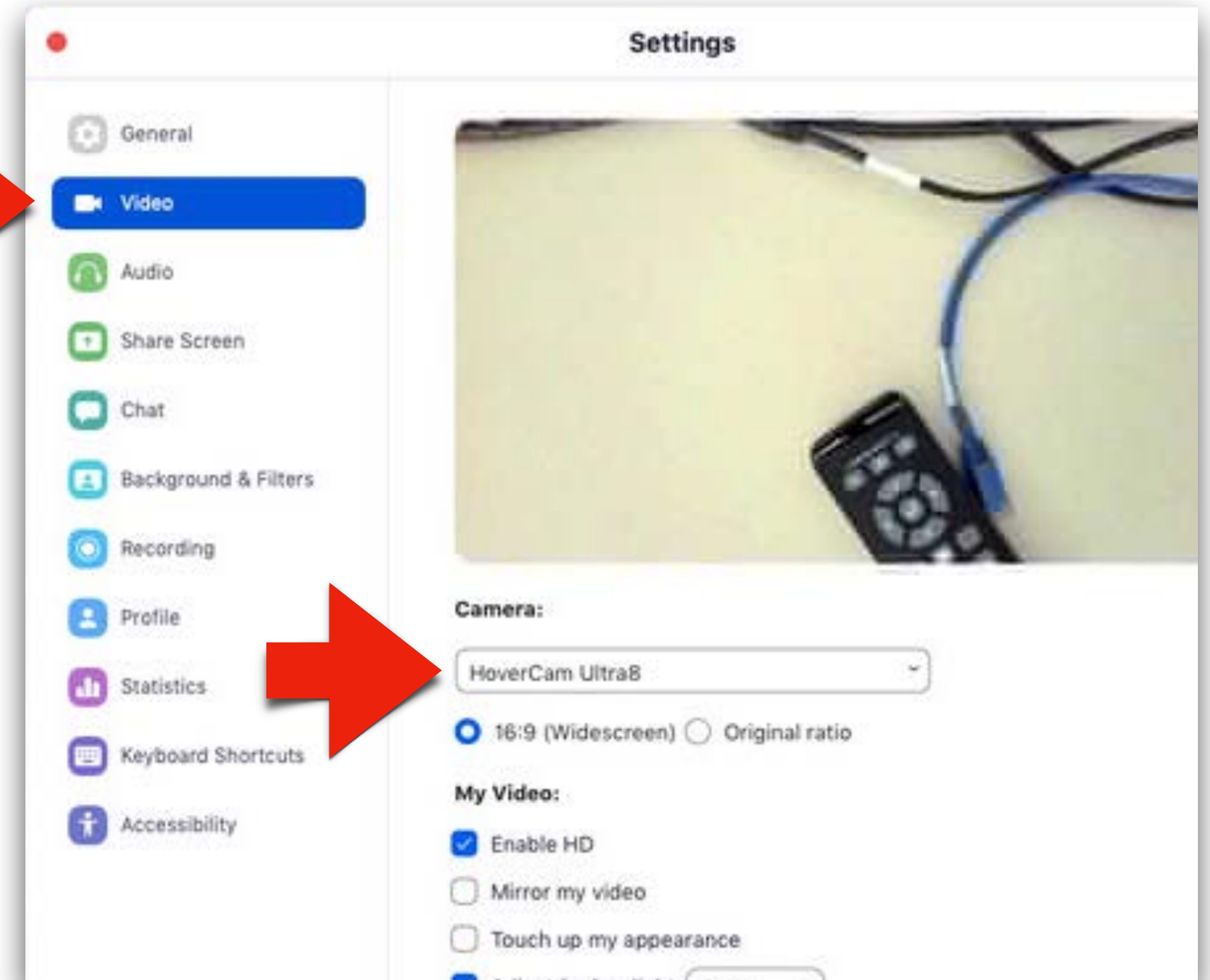
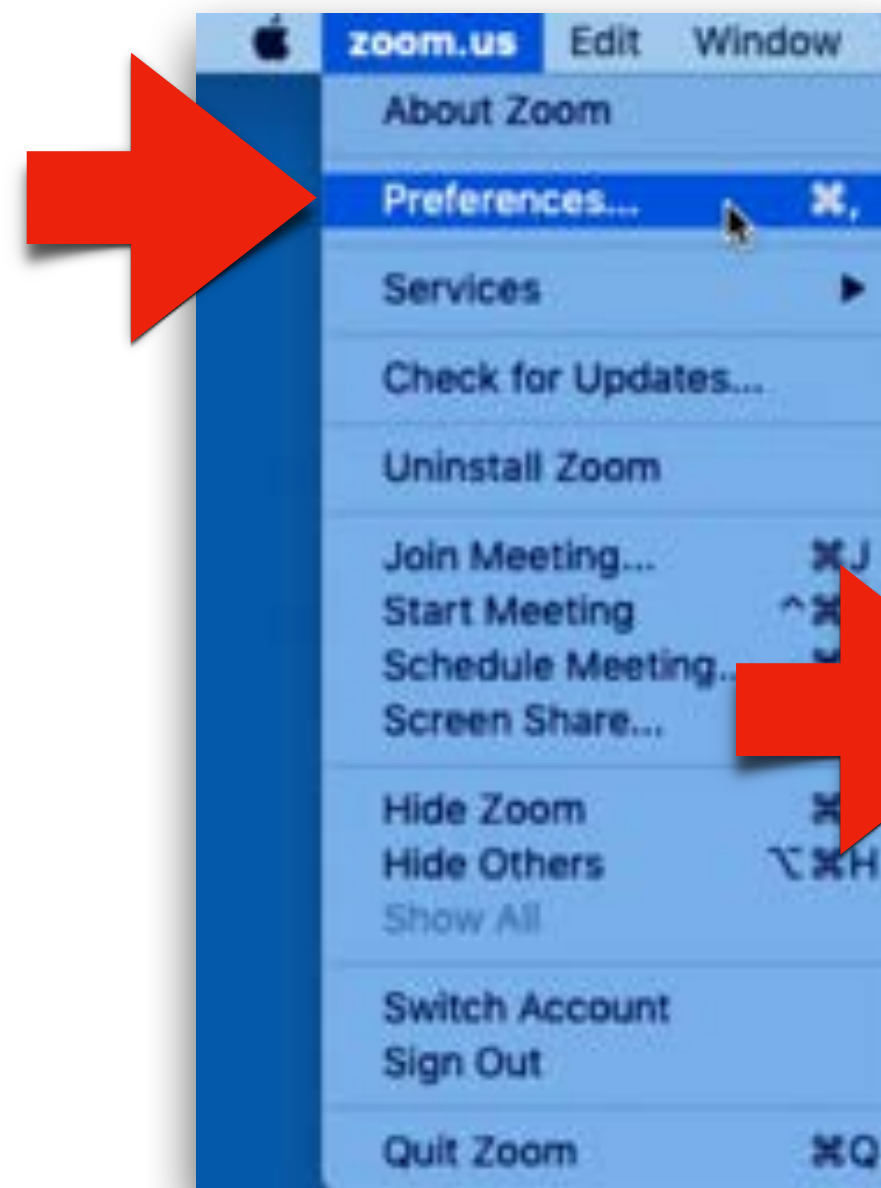
Setting up the “Video Interface”

- Using the touchscreen on the document camera, press the “screen” icon.
- Using the touchscreen, select the “USB” menu option.
- The camera will now be “connected” to the computer.



Preparing Zoom to use the document camera

1. Launch Zoom and log in.
2. Select “Preferences”.
3. Navigate to the “Video” settings window.
4. Select “Hovercam Ultra” from the drop-down menu (if it isn’t selected already).



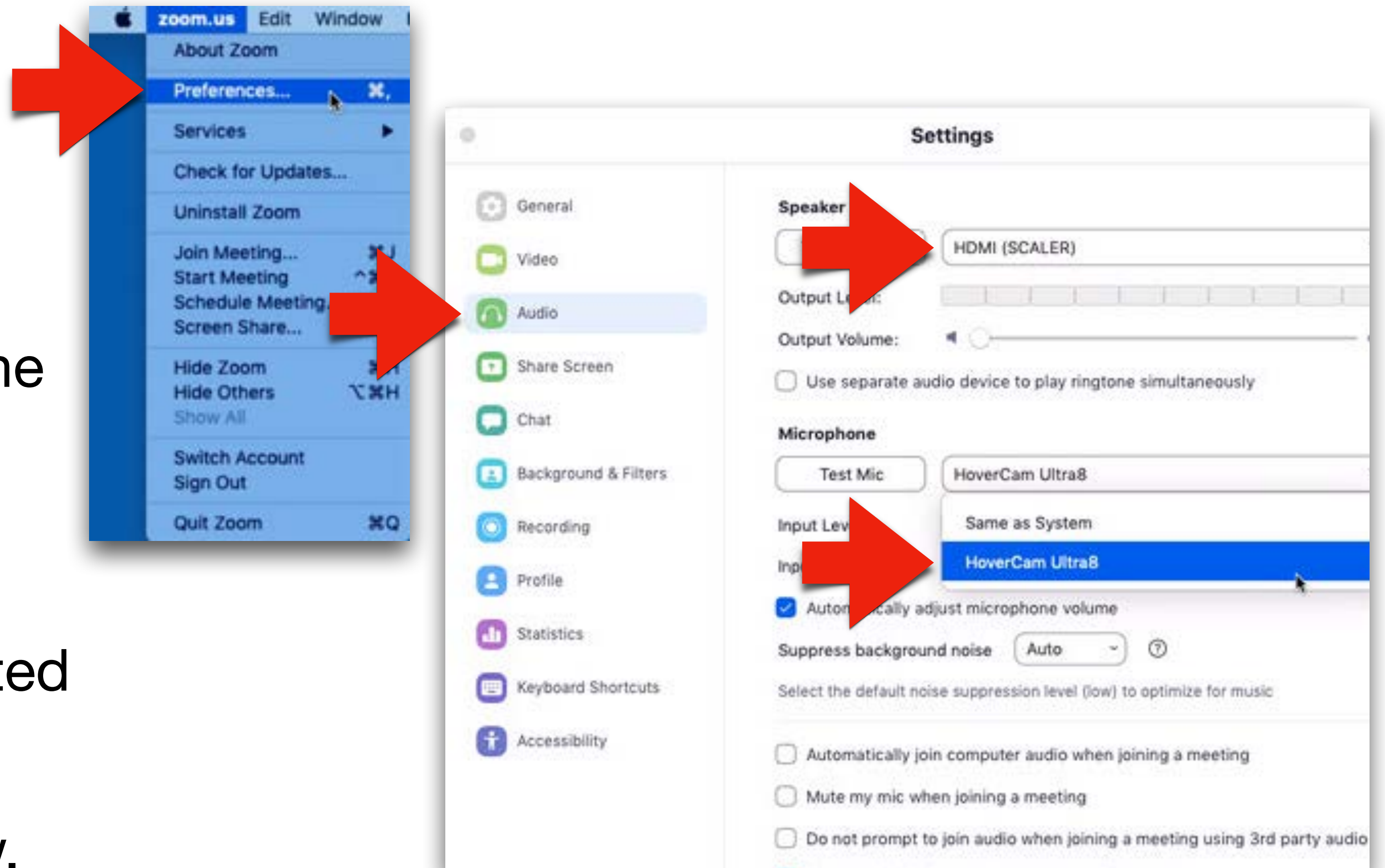
Preparing Zoom to use the document camera microphone

1. Navigate to the “Audio” settings window.

2. Make sure that “HDMI (SCALER)” is selected as the Speaker.

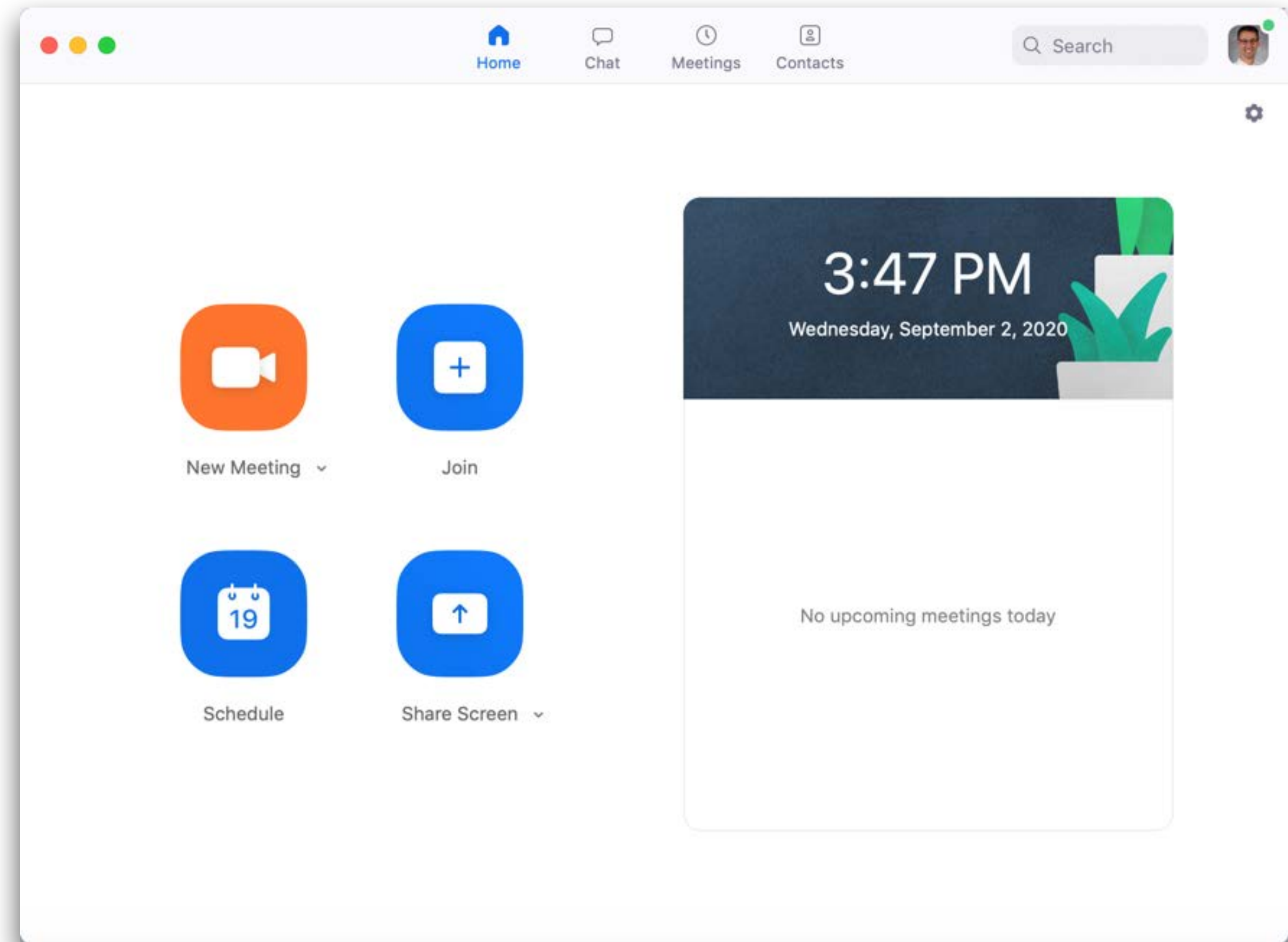
3. Select “Hovercam Ultra” from the Microphone drop-down menu (if it isn’t selected already).

4. Close the settings window.



Using Zoom in the “Zoom Classroom”

If you are teaching from rooms **C217**, **C307**, **C319** or **C332**, the following instructions will assist you in setting up Zoom to use the built-in ceiling microphone and built-in wall camera equipment.



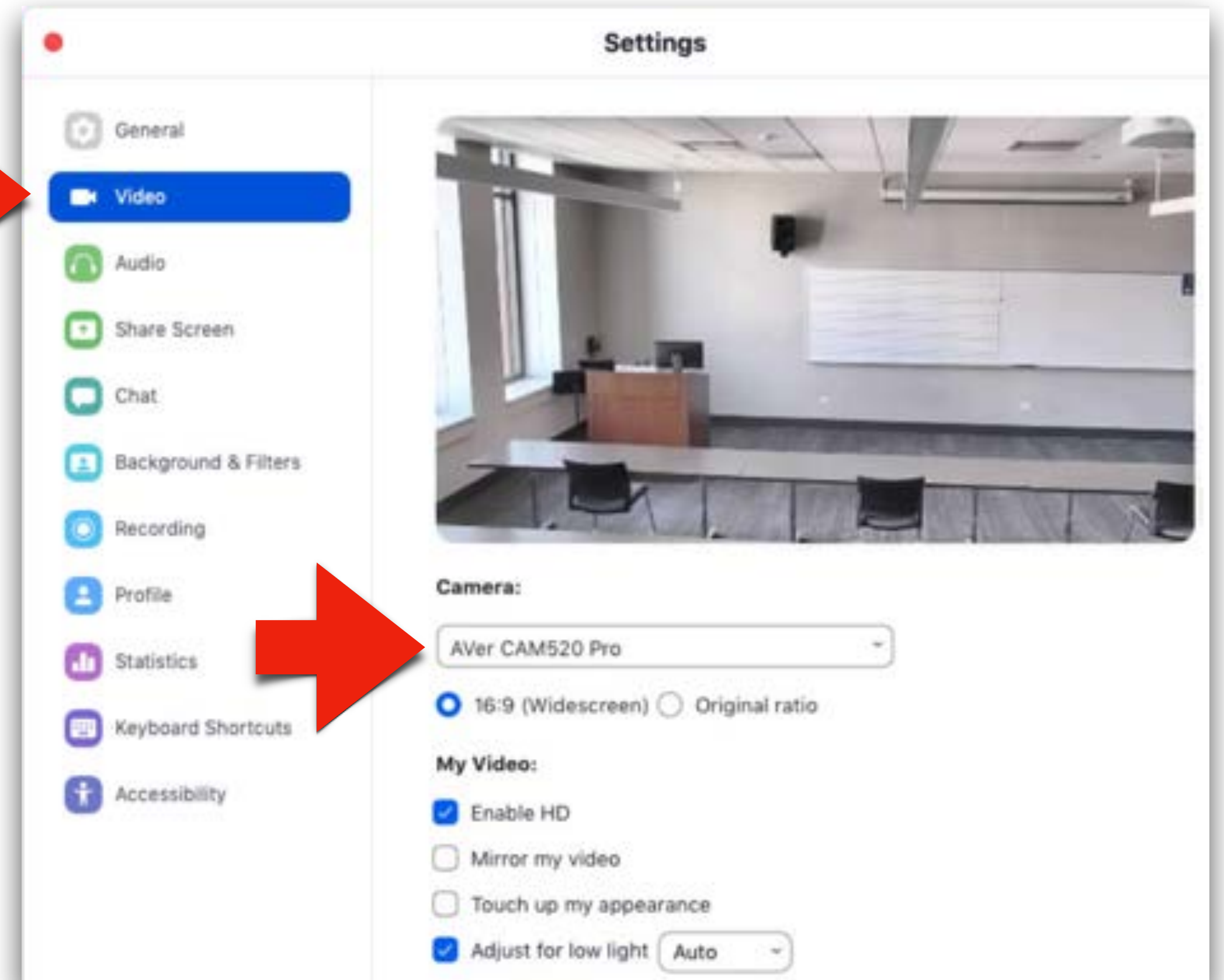
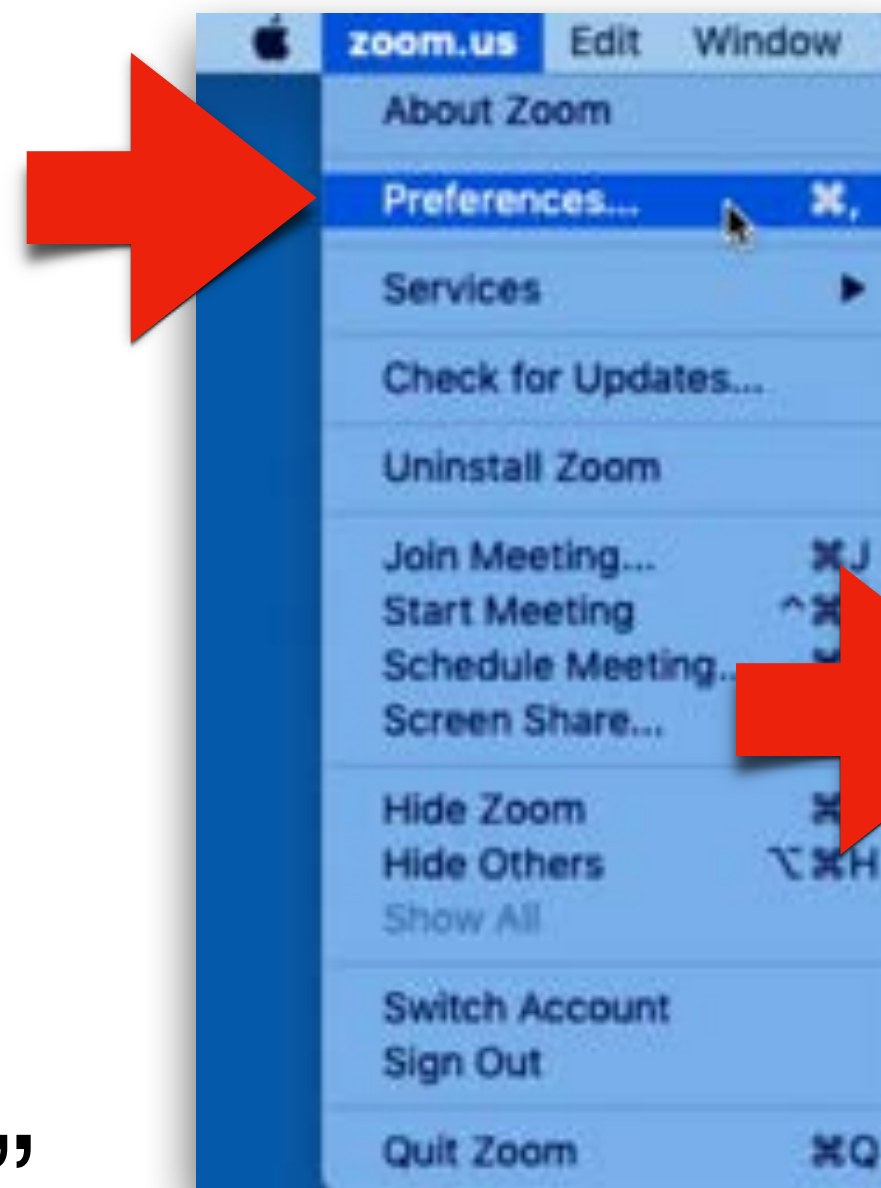
Preparing Zoom to use the wall camera

1. Launch Zoom and log in.

2. Select “Preferences”.

3. Navigate to the “Video” settings window.

4. Select “AVer CAM520 Pro” from the drop-down menu (if it isn’t selected already).



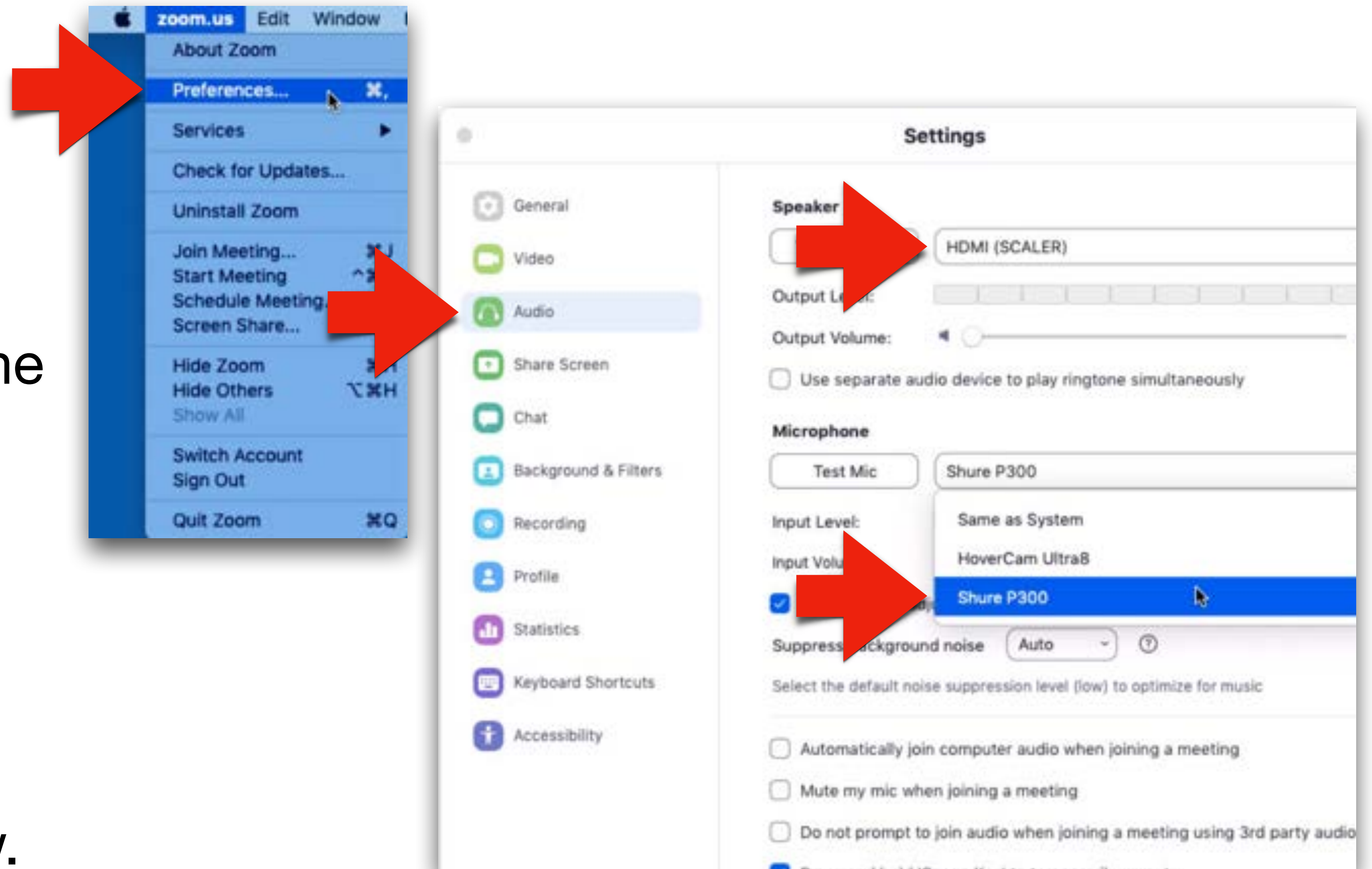
Preparing Zoom to use the ceiling microphone

1. Navigate to the “Audio” settings window.

2. Make sure that “HDMI (SCALER)” is selected as the Speaker.

3. Select “Shure P300” from the Microphone dropdown menu (if it isn’t selected already).

4. Close the settings window.



Good luck with your class!

You should now be ready to start your Zoom meeting!

Again, if you need any assistance with Zoom accounts, logging in, or general usage, please visit this link for more details:

<https://resources.depaul.edu/teaching-commons/teaching-guides/technology/zoom/Pages/setting-up-zoom.aspx>