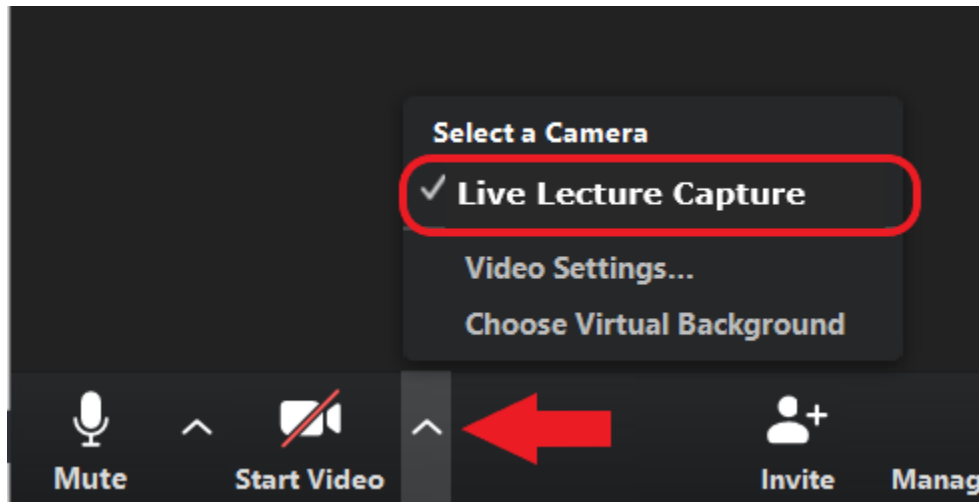


Basic Instructions:

1. Log in to the podium computer using your Mines MultiPass credentials.
2. Zoom from the desktop or open a link to your meeting
 - a. If this is your first time using Zoom on the podium login using the SSO option and “mines.zoom.us”
3. Once you have started the meeting, make sure “**Live Lecture Capture**” is the selected camera as seen below.



4. **Camera Position:** Using the remote on the podium you can adjust the camera to one of the presets listed below or you can adjust using the “Pan-Tilt” or “Zoom Buttons”.

To Start, please first **Select CAMERA 1** on the remote to allow for control of the camera, zoom, and presets below.

1. Podium View Only
2. Podium and whiteboard
3. Far whiteboard only
4. Whiteboards only
5. Classroom

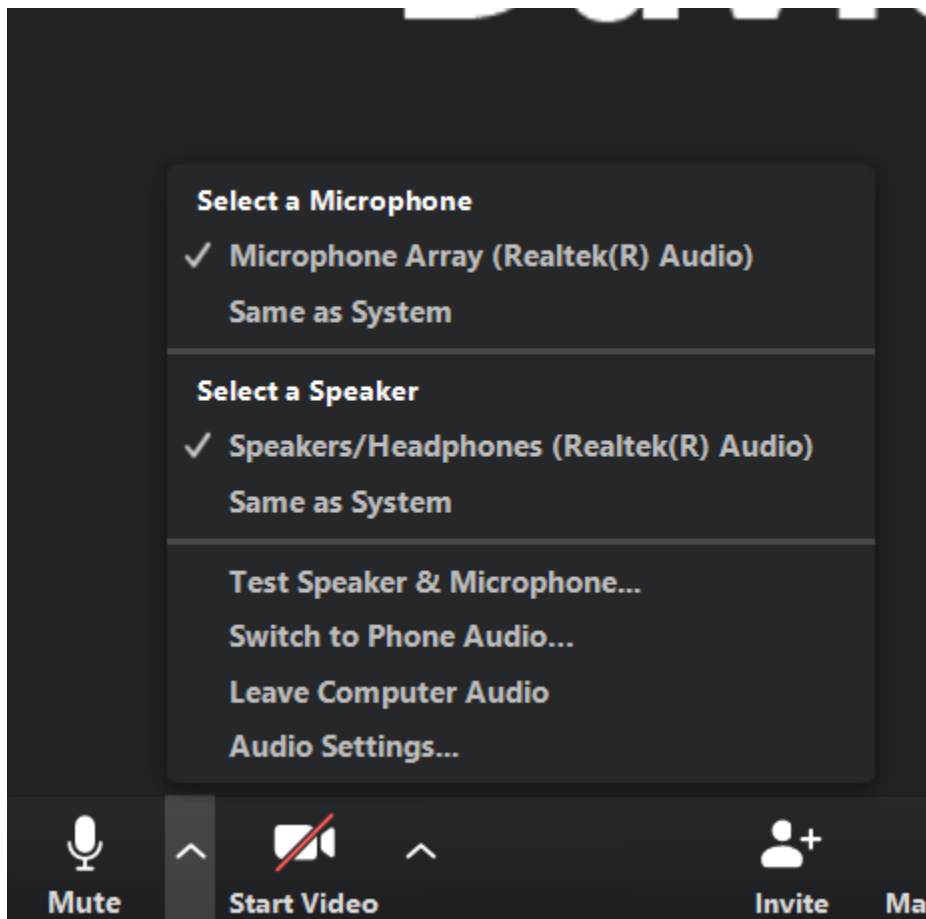
5. For more options and troubleshooting with Zoom, have a look at our Zoom Category here in our Mines Help Center knowledge base.

If you still have questions or issues, you can [Get Help](#) or continue reading below for more in-depth steps.

Detailed Instructions:

1. Log in to the podium computer using your Mines MultiPass credentials.
2. Once logged in, **open Zoom** from the desktop or **open a link** to the meeting, which will open Zoom automatically.
 - a. **If this is your first time using Zoom in the classroom, you will likely need to log in to the Zoom desktop app. Do this using single sign-on (SSO) with mines.zoom.us**
3. Select "join with computer audio".
4. Zoom should automatically detect the correct camera and microphones setup in the classroom (If so, you can [skip to step 7](#)) If not, continue to steps 5 and 6.
5. Select Microphone/Speakers
 - a. Click on the (Up Arrow) next to the Mute button in the bottom left of the Zoom window
 - b. Here you can choose the Microphone and Speaker you'd like to use

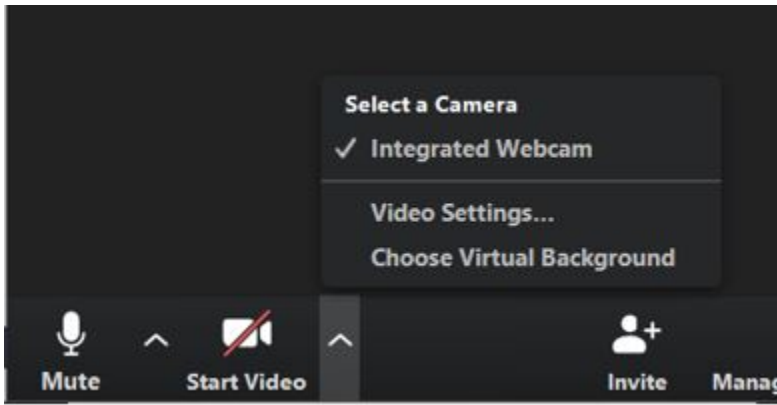
If you'd like to check that your speaker and microphone are working select "Test Speaker and Microphone"



6. Connecting to the Camera

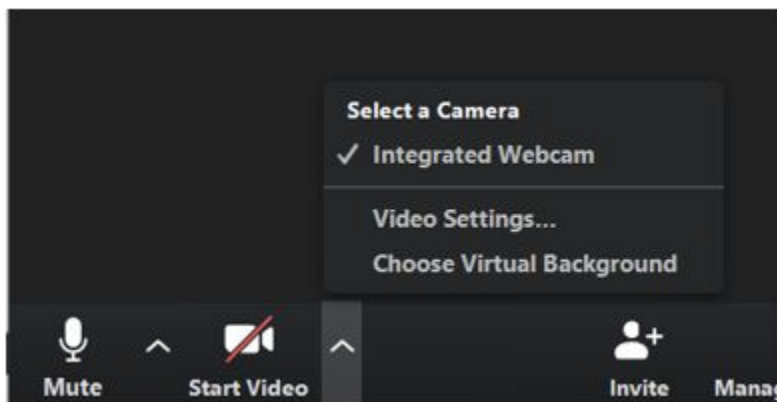
- a. Click on the up arrow next to the start/stop video button in the bottom left of the zoom window

- b. Here you can choose the selected camera. If correct, the camera should show the entire classroom as viewed from the back.
- c. Make sure you have HD Video enabled. **NOTE: This setting should only need to be enabled once as it should save to your account for any machine you use. To check if you have HD enabled follow the steps below:**
 - a. Click on the up arrow next to the start/stop video button in the bottom left of the zoom window
 - b. Click on Video Settings

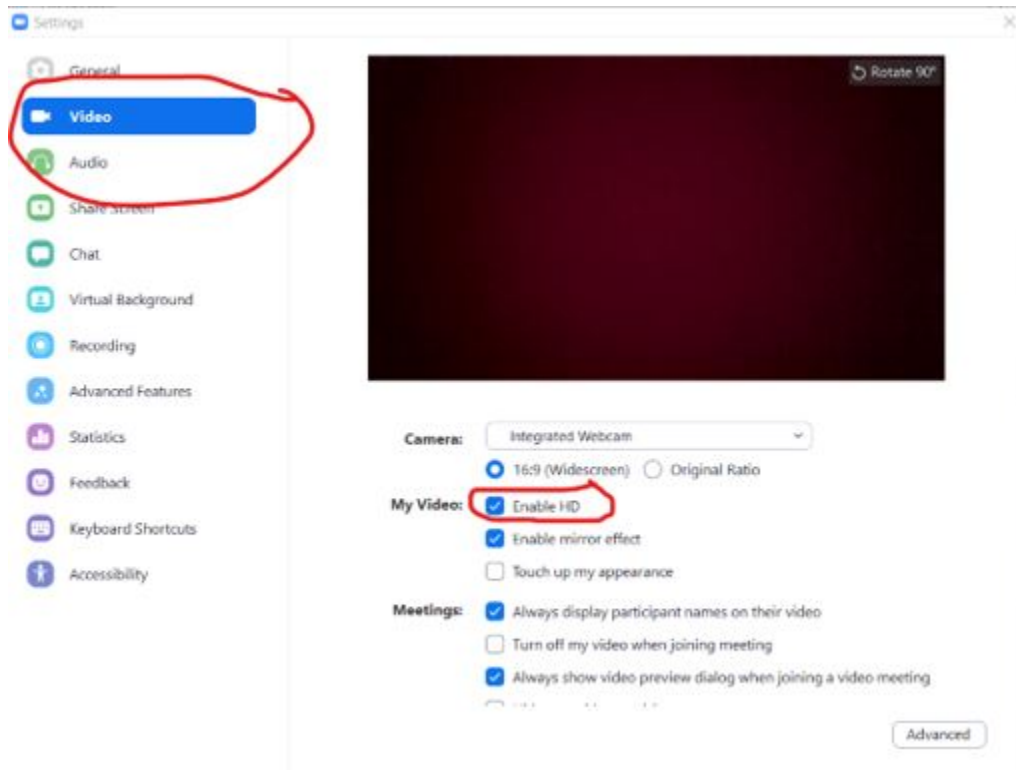


7. Make sure you have HD Video enabled. **NOTE: This setting should only need to be enabled once as it should save to your account for any machine you use. To check if you have HD enabled follow the steps below:**

- a. Click on the up arrow next to the start/stop video button in the bottom left of the zoom window
- b. Click on Video Settings



c. Then go to video and make sure HD is enabled.

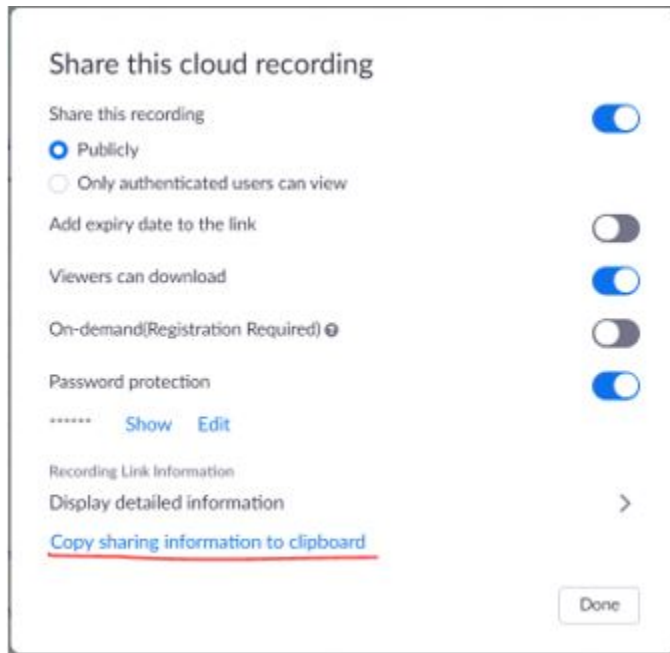


8. Once zoom is up and running you can now carry on as normal. **If you run into any trouble try logging out and logging back in or restarting the machine. This typically resolves most issues.**

- a. You can use the projector if you'd like just as before.
- b. If only using PowerPoint or a presentation you can use both the projector and share the screen of the podium on zoom
- c. If you would like to use the document camera simply make sure the Camera is on and then in zoom change the camera to the document camera.

Uploading Zoom Recording Link to Canvas


1. Navigate to mines.zoom.us/recording and login
2. Select "Share" on the right hand side and a window should pop up
3. If you wish you can edit the password. Then select "Copy sharing information to clipboard" at the bottom.



4. Navigate to canvas.mines.edu and open your class profile
5. Add a new “Page”. Name it whatever you’d like i.e. Lecture 1
6. Paste the link into the body of the page
7. Click save
8. Your link should now be accessible.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In		
<input type="checkbox"/>	David Michael Aungst's Zoom Meeting	942 1816 8742	Jul 30, 2020 01:45 PM	2 Files (6 MB)	109 days	Share...	More ▾

Using the Document Camera (these steps are to be followed after detailed instructions above)

1. Turn on the document that is next to the podium computer
2. Click the **Share Screen** button located in your meeting controls.

3. Select the **Advanced** tab
4. Select **Content from 2nd Camera**. This should give options for other available cameras including the document camera.

Using Your Own Computer to Connect to Projector:

If you would like to use your own computer via HDMI to present, you can do so with a few stipulations:

1. If you would like the zoom stream/recording of the lecture to display video of the classroom along with audio of the room from the overhead microphones you will still need to logon to the podium computer and connect to zoom through there.
2. If do not need video/audio of the room as indicated above you can use the audio from your personal computer and share your screen or video from a built in webcam. **NOTE: You will not be able to walk around the room. In this case you will have to stay near your computer in order for audio to record/broadcast over zoom as the overhead mics in the classroom will not be used while connected in this fashion.**

Additional BYOD (Bring Your Own Device) Steps

There are many circumstances in which you may want to use your laptop in the Zoom meeting, including presenting demonstrations using software available only on your laptop, and simply some instructors are more comfortable presenting from their laptops. The room audio and video is hard-wired into the podium computer in all rooms except the BYOD rooms. As a result, the podium computer must be used in the Zoom meeting to ensure the room video and audio feeds into the meeting. However, if you want to use your laptop for the meeting, this is easy to do.

1. Initiate the Zoom meeting from the podium computer using the instructions above.
2. **NOTE:** Check your sound settings on your laptop before the next step. You will want to mute your audio (both the speakers and microphone) to prevent an echo as the room microphones will pick up your laptop audio.
3. Once the meeting is started from the podium computer, move to your laptop and join the Zoom meeting from your laptop.
4. After you have joined the meeting from your laptop, you can share your desktop and present from your laptop going forward.
5. At the end of the meeting, be sure to exit from both your laptop and the podium computer.
6. **HELPFUL TIP:** a laptop available that is simply joined to the meeting is a great way to see what your audience is seeing in the Zoom meeting.

Sharing My Screen

If you would like while using the podium computer you can share your screen. This can be useful to those watching the livestream/recording if you have a powerpoint or are using the

SMART drawing function of the podiums as it will be clearer to the virtual audience. To do this refer to the steps below:

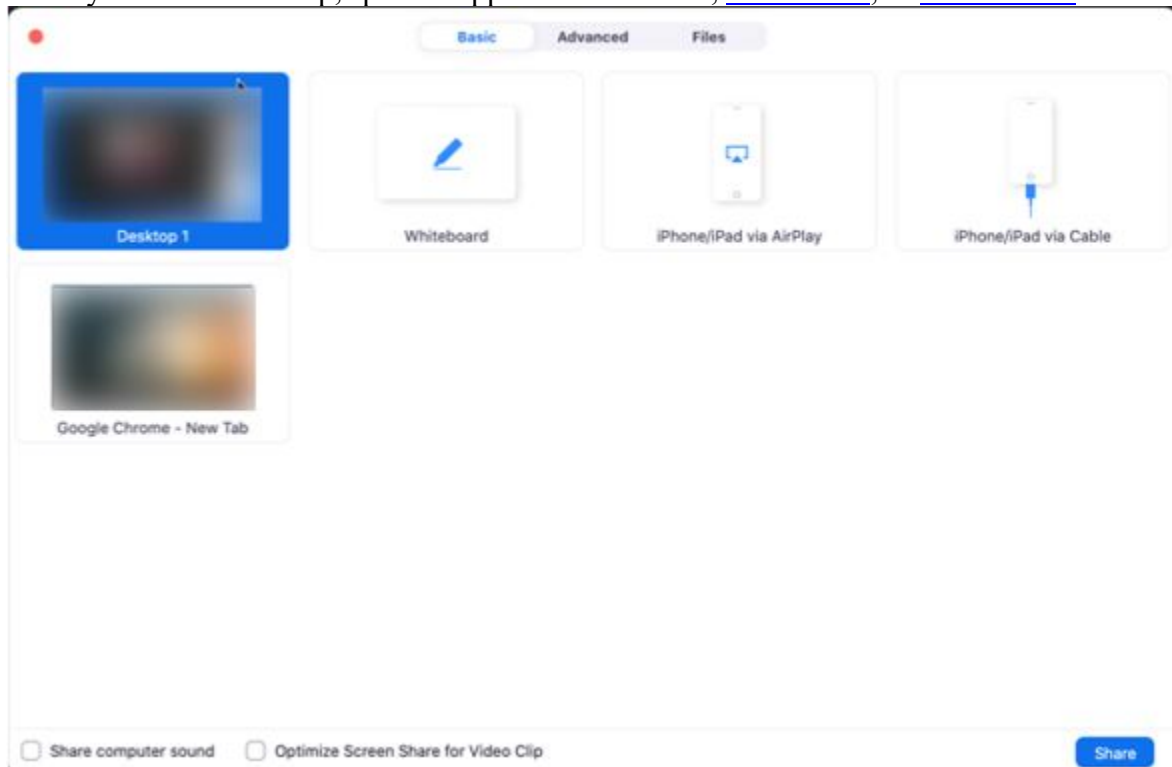
1. Click the **Share Screen** button located in your meeting controls.



2. Select one of these screen share options:

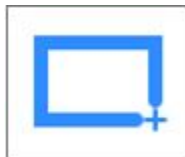
Basic Screen Share Options

Share your entire desktop, specific application window, [whiteboard](#), or [iPhone/iPad](#) screen.



Advanced Screen Share Options

Portion of Screen: Share a portion of your screen represented by a green border.



Music or Computer Sound Only: Only share your computer's audio (your selected speaker in your [audio settings](#)).



Content from 2nd Camera: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.



Troubleshooting

For urgent requests you can use the podium to create an urgent help ticket in multiple ways. If you are in a room with a Touch Panel, follow the step-by-step instructions below. If your room does not have a touch panel, you may get help in these [alternate support options](#).

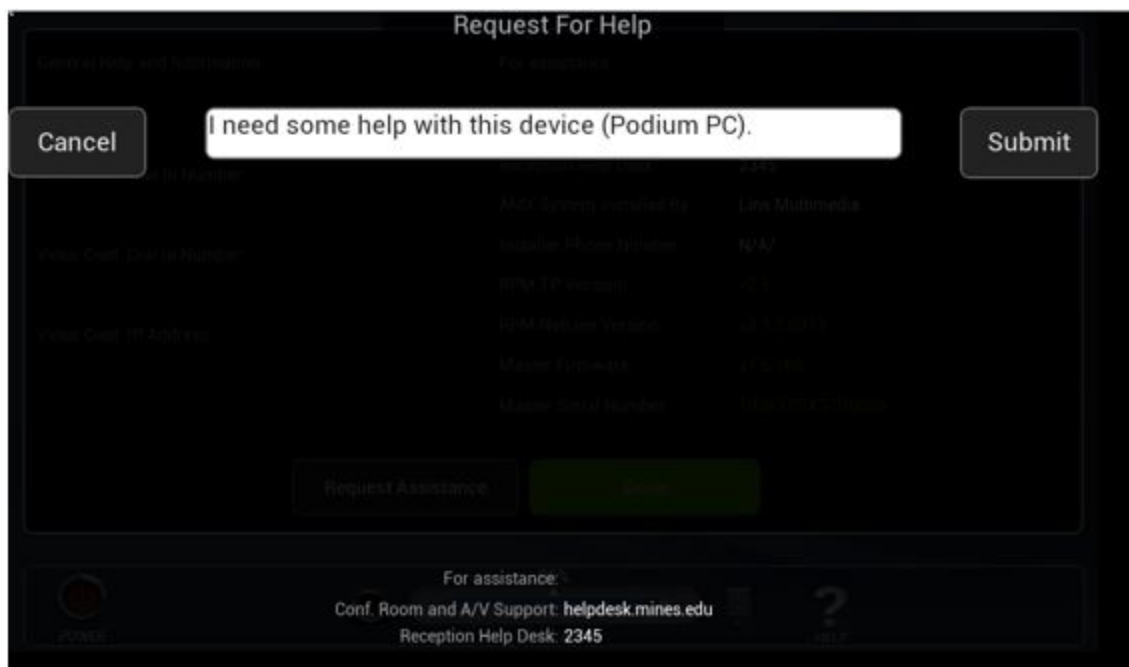
1. On the podium LCD screen select the **Help** button on the bottom right corner



2. Then select **Request Assistance**



3. Then provide a brief description of your issue and click **Submit**



You may also want to try logging out and back in on the machine

Alternate Ways to Get Help

Options if your room does not have a touch panel or if the steps above aren't working for you:

- [Get Help Now](#) with an Urgent Support Ticket Using [Mines Help Center](#)
- Call us at **303.384.2345** (*2345 from any campus phone*)
- Use our [BlasterBot Chat](#) option with [Live Chat Support](#)

Related Articles (1)

[LLC Hourly Checks - Reference Guide](#)