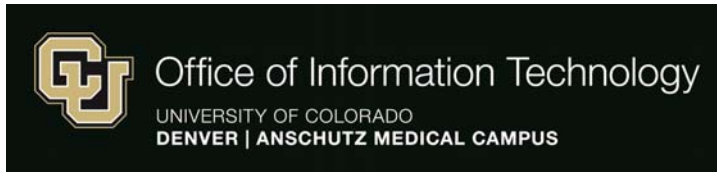


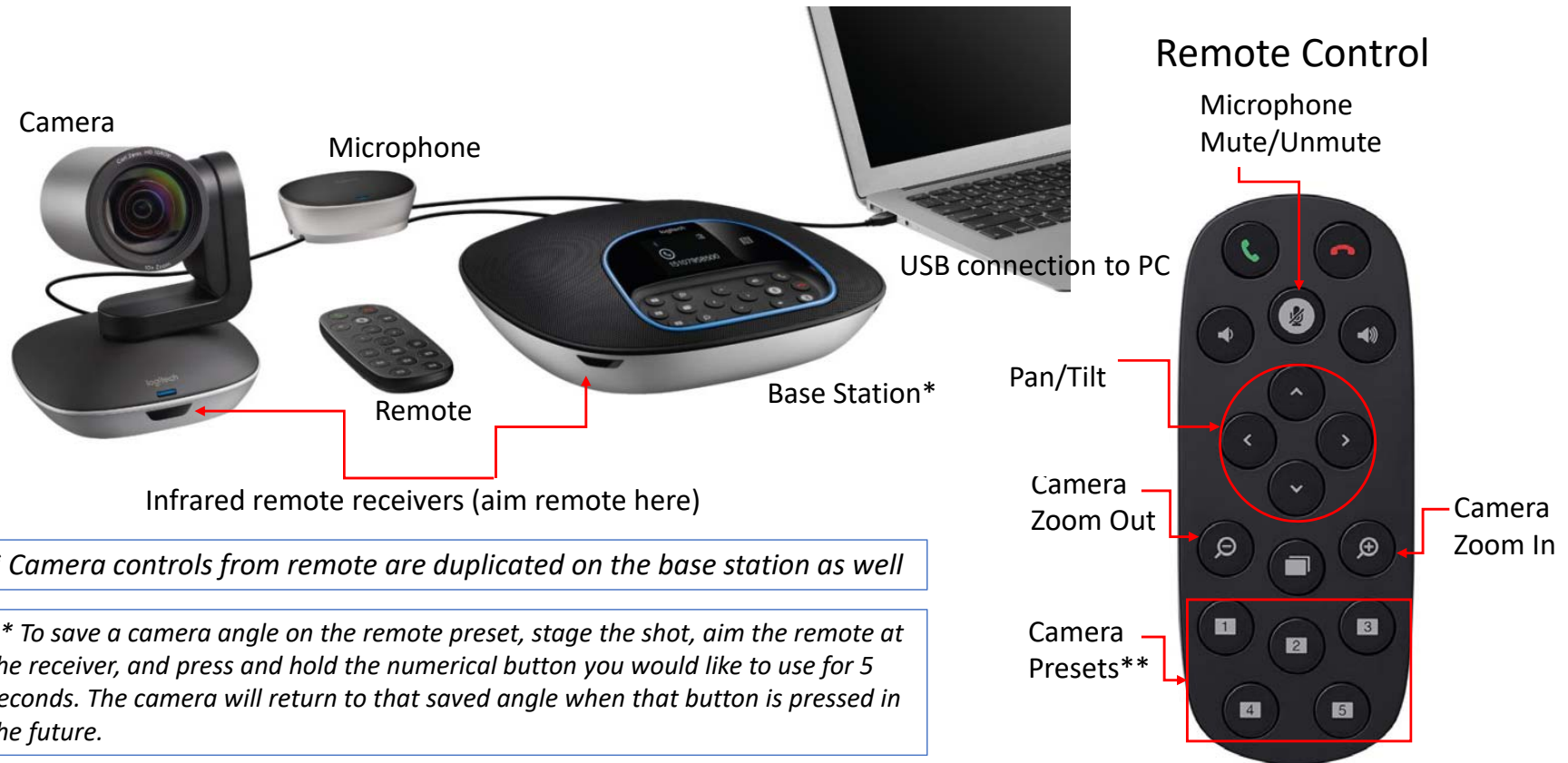
Zoom Streaming/Recording with the Logitech Group VC System and In-Classroom PC

OIT/TSS has deployed the Logitech Group Videoconference (VC) system into the scheduled classrooms for Fall semester for use streaming classes online and recording those sessions. This is a brief tutorial on how to set-up, control and use these systems.



TSS Help Desk: 303-315-2055

Logitech Group Videoconference System Components



** Camera controls from remote are duplicated on the base station as well*

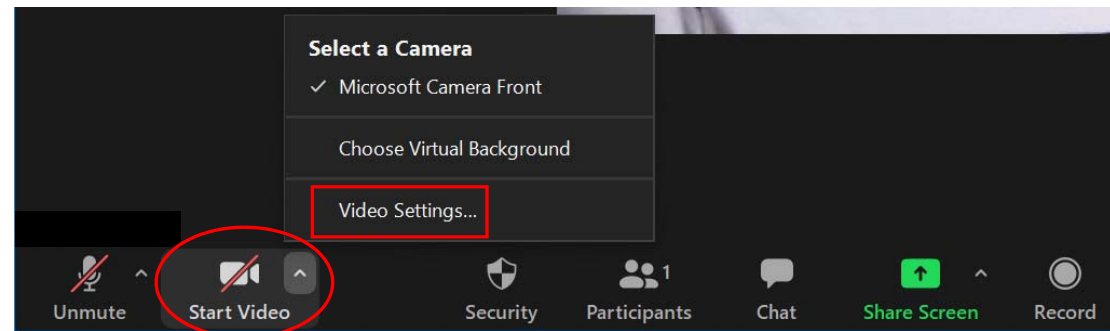
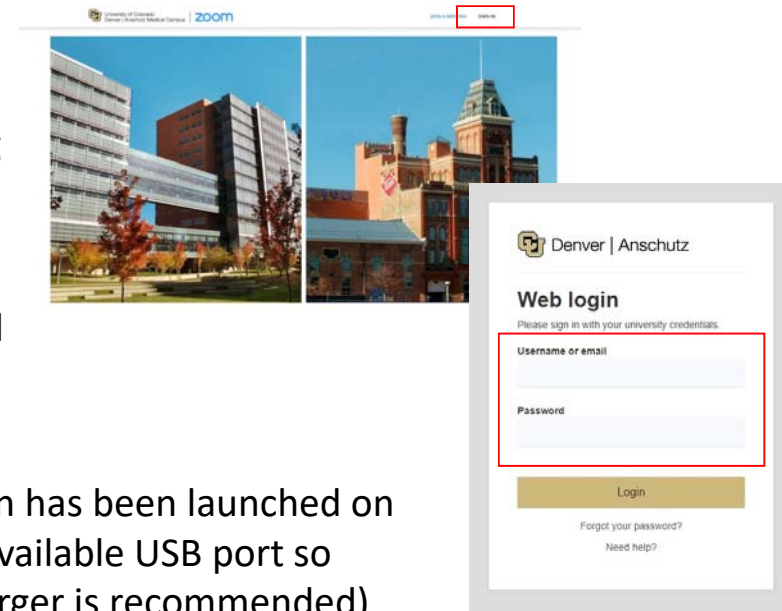
*** To save a camera angle on the remote preset, stage the shot, aim the remote at the receiver, and press and hold the numerical button you would like to use for 5 seconds. The camera will return to that saved angle when that button is pressed in the future.*

Step 1 – Ensure both the classroom computer (room PC) and the Logitech Group Conferencing System (the Logitech) are both powered on. You will see a blue ring illuminate on the base station when the Logitech is on.

Step 2 – Log in to Zoom from the room PC at UCDenver.Zoom.US to start the Zoom class session and configure the output settings for the Zoom (Chrome is the preferred browser)

Step 3 – Once the Logitech is on and your Zoom session has been launched on the room PC, insert a thumb drive/flash drive into an available USB port so you can save the recording onto that drive (16 GB or larger is recommended)

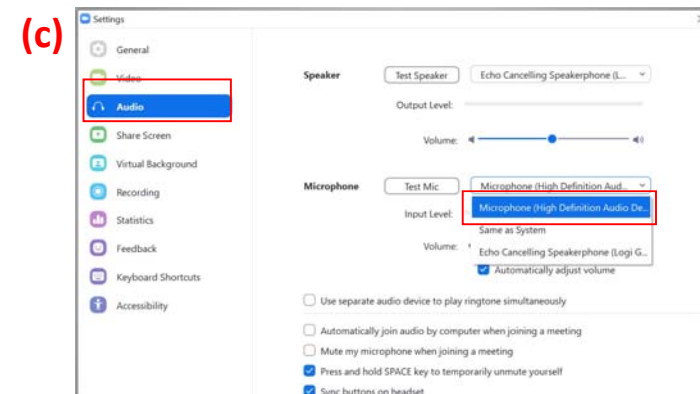
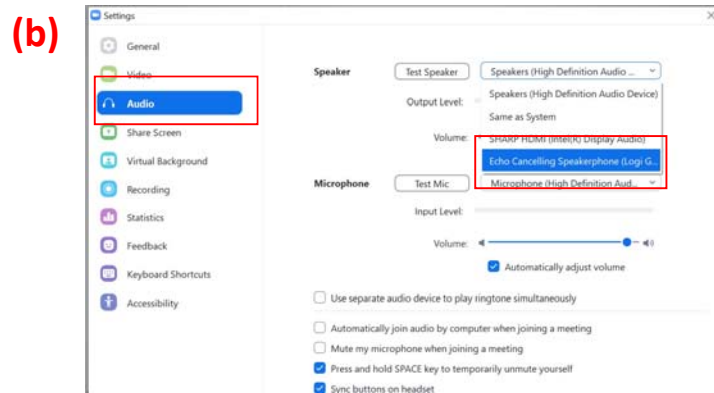
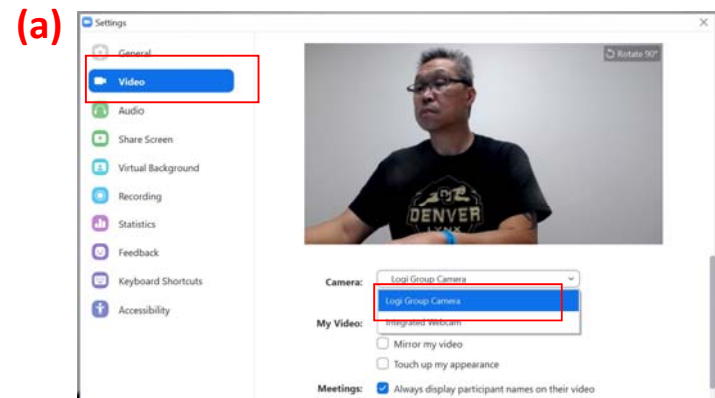
Step 4 – Before starting the Zoom recording from the Zoom meeting on the room PC, open the video settings from the lower menu options in the Zoom window



Step 5 – Once in Settings, update the Video settings and then locate and update the Audio settings as follows:

- (a) For the Video, select “Logitech Group Camera”
- (b) For the Audio – Speaker, select the “Echo Cancelling Speakerphone”
- (c) For the Audio – Microphone, select the “Echo Cancelling Speakerphone”

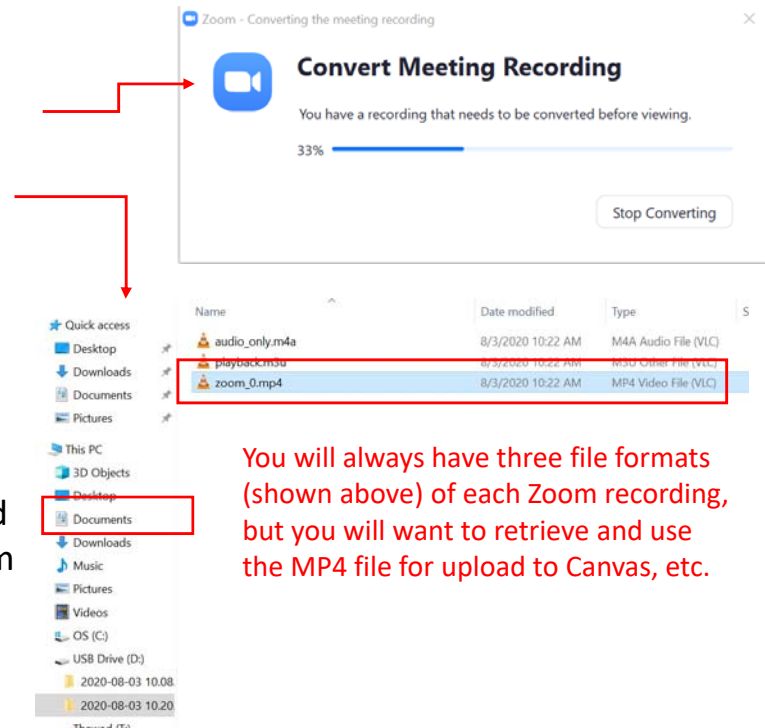
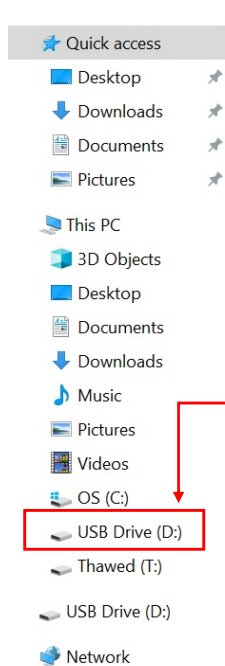
Step 6 – Your class is now enabled for interaction over Zoom – be sure to press the Record button if you are planning to record the session for later upload to Zoom.



Step 7 – Once the class session has concluded, “End” the Zoom meeting. If you elected to record the session, the recording file will take several minutes to convert* before a windows explorer dialog box will open asking where you want the file saved.

(*A 90 minute recording will take about 8-10 minutes to convert.)

Step 8 – From the dialog box, locate and select the USB flash drive location that you had previously inserted into the PC. If you do not change the file location, it will be saved instead under “Documents” where you will find a Zoom folder containing additional folders for every recording sorted by Zoom meeting name, date and time. You will want to retrieve and move/save the MP4 file from that location.



You will always have three file formats (shown above) of each Zoom recording, but you will want to retrieve and use the MP4 file for upload to Canvas, etc.

Note: Files can be moved from that desktop “Documents” location to your flash drive, however **all files are deleted from classroom computers every night without exception.** For this reason, it is imperative that you redirect or move your recorded file off the room PC for future viewing or uploading to Canvas under rich media content editing.

Step 9 – After ending the recording, directing it to save at the location of your choice, be sure to close Zoom and log out of the room PC.

REMEMBER TO TAKE YOUR FLASH DRIVE WITH YOU!

OIT/TSS Classroom Support Help Desk (8am – 5pm, M-F)

For the CU Building, Lawrence Street Center, Business School, North Classroom and Student Commons Building

303-315-2055

AHEC Classroom Help Desk

*For all other buildings on the Auraria Campus from 8am – 5pm, M-F
And for ALL buildings after 5pm M-F and on all Weekends*

303-556-2426