

Using the Recording Studios

By Engineering IT

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Things to Bring with You

While we ask that those using the rooms do not unplug the equipment and use the provided desktop rather than a personal device, there are a few things you may want to bring:

1. A USB key with any presentations that might be needed, if not already on the school network.
2. Printed slides or a tablet if using the Doc Cam.
3. Writing supplies if using the Doc Cam.

Getting Started

1. Press the ON button on the wall-mounted control panel to power up the TV monitor.
2. If using the ELMO, turn the doc cam on by flipping the switch on the top right side of it.
 - a. To access the ELMO software:
 - i. Start Menu -> ELMO folder -> ImageMate
3. Wiggle the mouse/press any key on keyboard to wake computer up, otherwise manually turn the desktop on.

Tips When Using the Studios

Using the Microphone and Camera with Zoom or Teams:

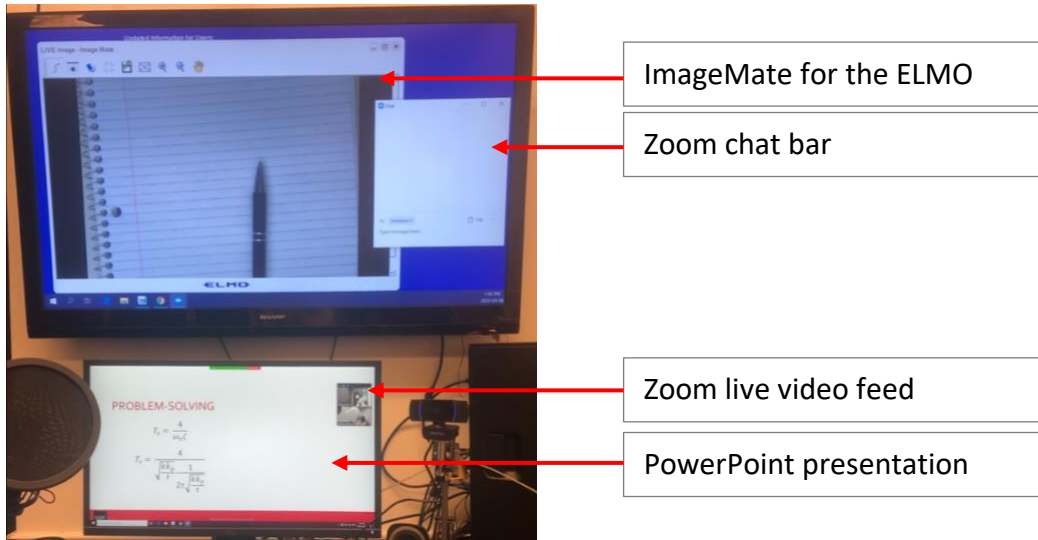
- Before your meeting begins make sure the correct audio and video feeds are selected.
 - Go to Audio in Zoom/Teams and select "USB Microphone."
 - You may want to ask students if they can hear you.
 - Go to Video in Zoom/Teams and select "Full HD Webcam."
- Move the webcam as needed such that you are centered in the video feed.



- Note: Do not move the microphone too close to you as this may provide poor feedback to students.

Arranging the dual screens:

- To switch apps between the two monitors drag them UP or DOWN
- Recommended: if using Zoom and the ELMO in combination, arrange the apps so your presentation and Zoom meeting are on the computer monitor and the ELMO ImageMate is on the TV screen.
 - You can choose to open the chat bar (Zoom) on the second screen to monitor it while sharing screens by hitting ALT+H on your keyboard and dragging the icon.



- If alternating between sharing a presentation and the doc cam, be sure to double check that the desired screen is being shared by looking for a green outline.
- When you are using the doc cam you may want to consider moving the camera to face you or turning off the video feed as to not film an empty room.

When You are Done Recording

Please use the provided wipes to sanitize the work area, including the keyboard, mouse and document camera. Avoid applying wipes to the computer monitor as this will damage the screen.