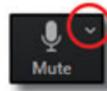


Using Zoom for Blended Learning in Teaching Spaces

- 1: To take advantage of the available equipment for your lecture, you will need to use the room PC. Log into the PC, open Zoom and sign in using SSO.
- 2: You should check that the following settings have been selected in the Zoom options when you start your Zoom Meeting.

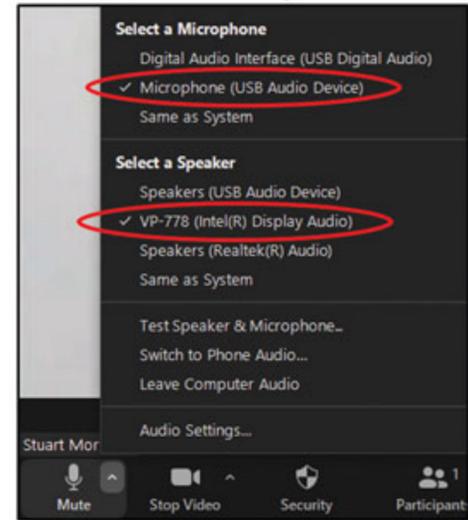
Select the microphone options button.



Microphone - Microphone (USB Audio Device)

Speaker - VP-778 (Intel(R) Display Audio)

This will allow you to use the Lectern and Lapel Microphone (if available) in the Teaching Space and in the Zoom Meeting.



- 3: If you are using audio as part of your lecture please ensure that the source outputting audio is selected on the left Projector



Using the Document Camera as a source in Zoom

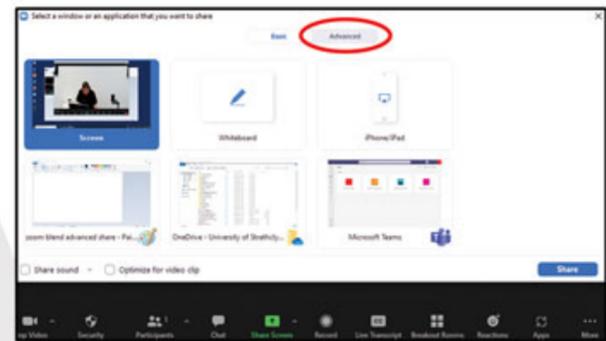
- 4: If you want to use the Document Camera as part of your lecture, it can be selected as a source in Zoom.

- Press Share Screen.

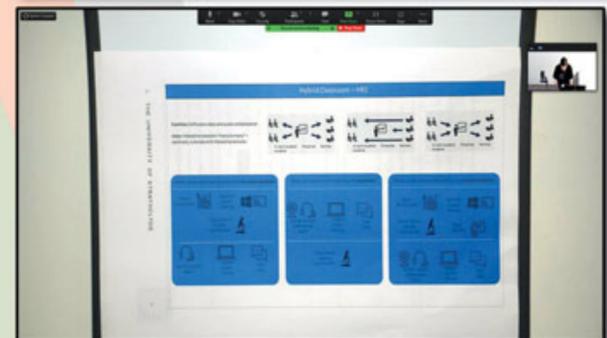


- You will see the Basic Screen Share menu, Select the Advanced button on the top middle of the window.

- In the Advanced Menu Select 'Content from 2nd Camera' and press Share.



You will now be displaying the Document Camera to your Zoom Meeting, you will also need to select the Document Camera option on the Touchscreen so the students in the room can see the content.



Using Zoom for Blended Learning in Teaching Spaces

- 1: To take advantage of the available equipment for your lecture, you will need to use the room PC. Log into the PC, open Zoom and sign in using SSO.
- 2: You should check that the following settings have been selected in the Zoom options when you start your Zoom Meeting.

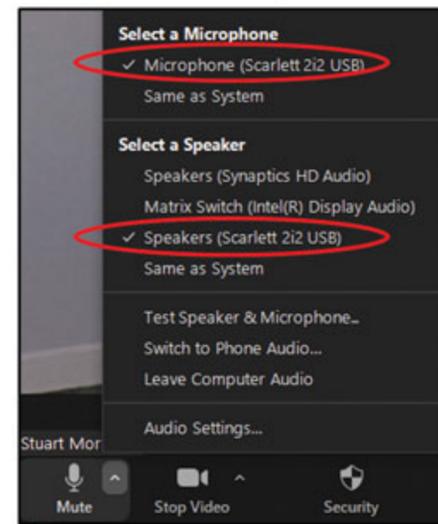
Select the microphone options button.



Microphone - Microphone (Scarlett 2i2 USB)

Speaker - Speakers (Scarlett 2i2USB)

This will allow you to use the Lectern and Lapel Microphone (if available) in the Teaching Space and in the Zoom Meeting.



- 3: If you are using audio as part of your lecture please ensure that the source outputting audio is selected on the left Projector



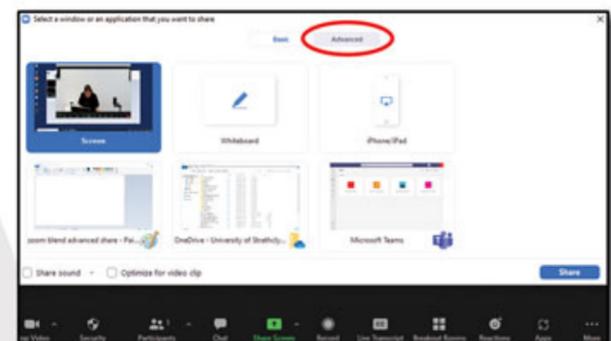
Using the Document Camera as a source in Zoom

- 4: Some Teaching Spaces may allow you to use a Document Camera as part of your lecture, if it can be selected as a source in Zoom,

- Press Share Screen.



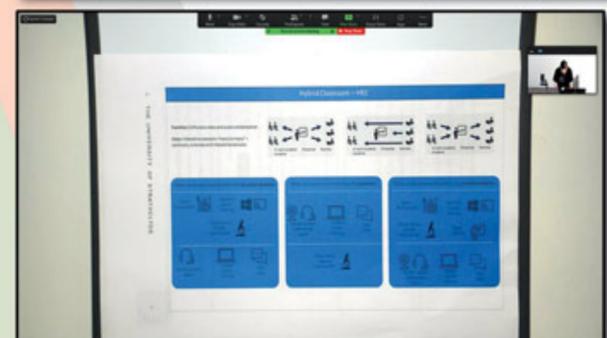
- You will see the Basic Screen Share menu, Select the Advanced button on the top middle of the window.



- In the Advanced Menu Select 'Content from 2nd Camera' and press Share.



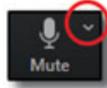
You will now be displaying the Document Camera to your Zoom Meeting, you will also need to select the Document Camera option on the Touchscreen so the students in the room can see the content.



Using Zoom for Blended Learning in Teaching Spaces

- 1: To take advantage of the available equipment for your lecture, you will need to use the room PC. Log into the PC, open Zoom and sign in using SSO.
- 2: You should check that the following settings have been selected in the Zoom options when you start your Zoom Meeting.

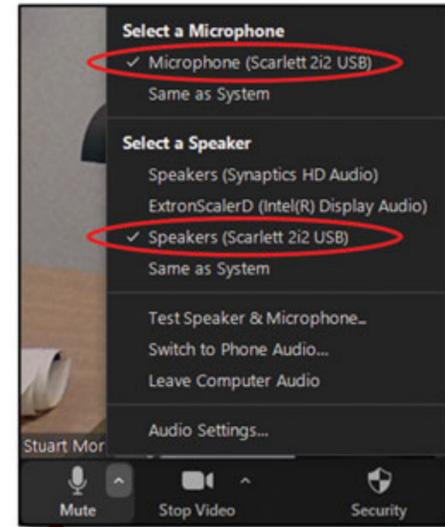
Select the microphone options button.



Microphone - Microphone (Scarlett 2i2 USB)

Speaker - Speakers (Scarlett 2i2USB)

This will allow you to use the Lectern and Lapel Microphone (if available) in the Teaching Space and in the Zoom Meeting.



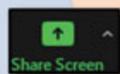
- 3: If you are using audio as part of your lecture please ensure that the source outputting audio is selected on the left Projector



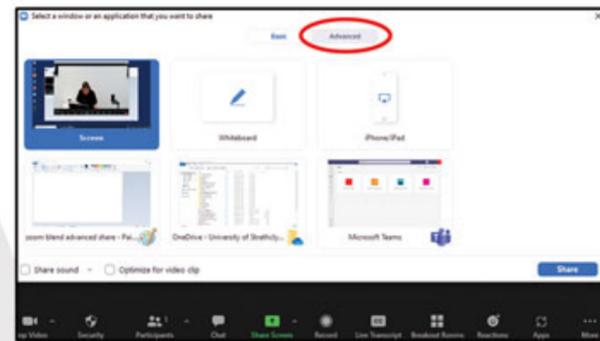
Using the Document Camera as a source in Zoom

- 4: Some Teaching Spaces may allow you to use a Document Camera as part of your lecture, if it can be selected as a source in Zoom,

- Press Share Screen.



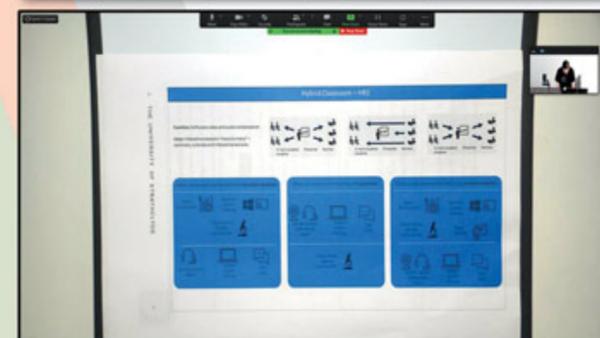
- You will see the Basic Screen Share menu, Select the Advanced button on the top middle of the window.



- In the Advanced Menu Select 'Content from 2nd Camera' and press Share.

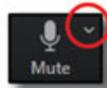


You will now be displaying the Document Camera to your Zoom Meeting, you will also need to select the Document Camera option on the Touchscreen so the students in the room can see the content.

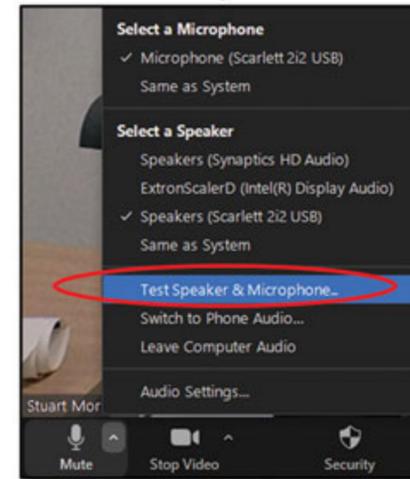


- 1: To take advantage of the available equipment for your lecture, you will need to use the room PC. Log into the PC, open Zoom and sign in using SSO.
- 2: To check that the audio settings are working in Zoom correctly, you can easily test this by following the steps below.

Select the microphone options button.



Select 'Test Speaker & Microphone'.



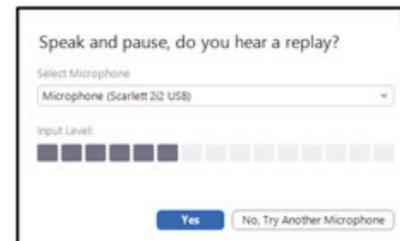
- 3: Do you hear a ringtone? If you do then the speakers are working correctly, now press the 'Yes' button to continue the test.



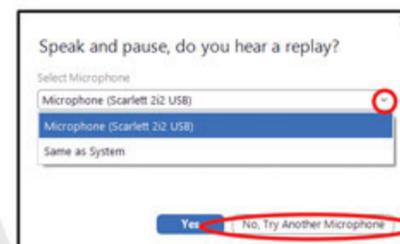
- 4: If you do not hear a ringtone, press 'No Try Another Speaker', or select another Speaker from the list. When you hear the Ringtone press the 'Yes' Button to continue the test.



- 5: Do you hear a replay of your voice? If you do then the speakers are working correctly, now press the 'Yes' button to continue the test.



- 4: If you do not hear a replay of your voice, press 'No Try Another Microphone', or select another Microphone from the list. When you hear the replay of your voice, press the 'Yes' button to continue the test.



- 6: The audio on the PC is now set up and working correctly for the Teaching Space. Please press 'End Test' to finish the audio test and setup.

