

CAPTURE PROCEDURE FOR A "HYBRID" COURSE (ROOM EQUIPPED WITH A FIXED CEILING CAMERA)

Preamble: connection to the video projector (essential)

- For rooms equipped with an Hdmi cable:



ou VGA cable:



Connect one of these cables to your computer.

Note: if using the VGA cable please make sure to plug in the associated audio cable.

- For rooms equipped with the "VIA" wireless projection system, switch on the video projector and follow the instructions on the board.

How to set the video recording:

1/ Connect the USB cable found on the side of the whiteboard to your computer:

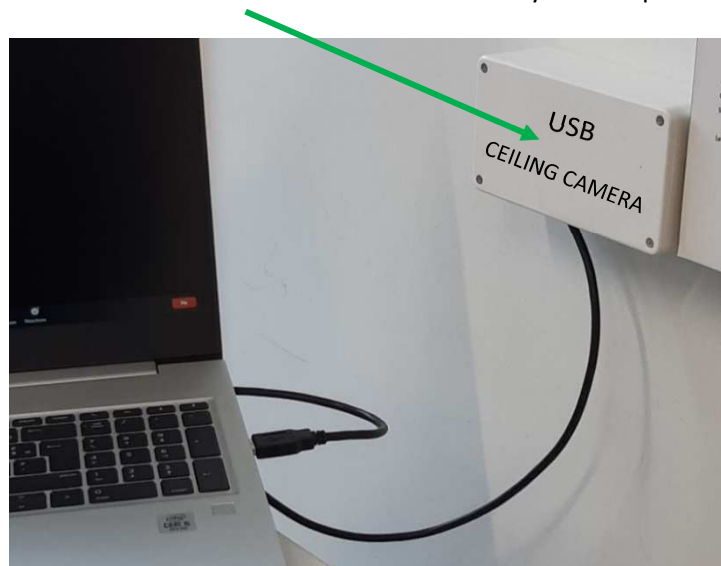


Photo 1: The USB cable comes out of the white socket

2/ Start a meeting via the Zoom application

3/ In the Zoom video options (check the arrow on the right of the camera symbol), select "FHD Camera"

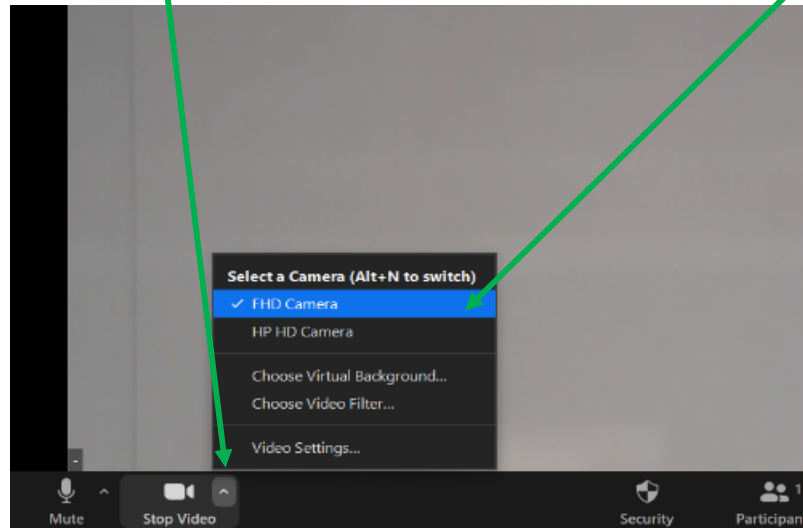


Photo 2: camera select




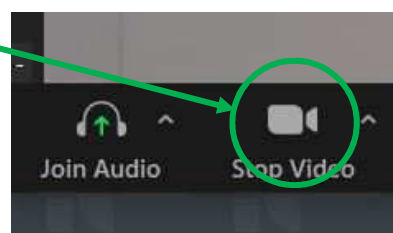
[Note: If "FHD Camera" is not visible in the options, it is likely that the camera is in standby mode. To turn it on, press the  button on the remote control facing the ceiling. Wait a few seconds and repeat step 3]

Photo 3: remote control

➤ If the Zoom "Start Video" is activated, you should now have the image from the ceiling-mounted camera on the screen



How to turn on the audio:

Note: the following procedure will allow you to use the microphone of a wireless headset so that you can be heard by students attending your class online while maintaining freedom of movement.

1/ Activate the Bluetooth on your computer

2/ Switch on the headset using the switch located on the side or the back of the headset depending on the model.

Examples:



JABRA Talk 15



Plantronics M70

3/ Pair the headset with the computer by pressing the button (depending on the model):

Examples:



JABRA Talk 15



Plantronics M70

2/ In the Audio options of Zoom (small upward facing arrow next to the headset symbol), select "Audio settings..."

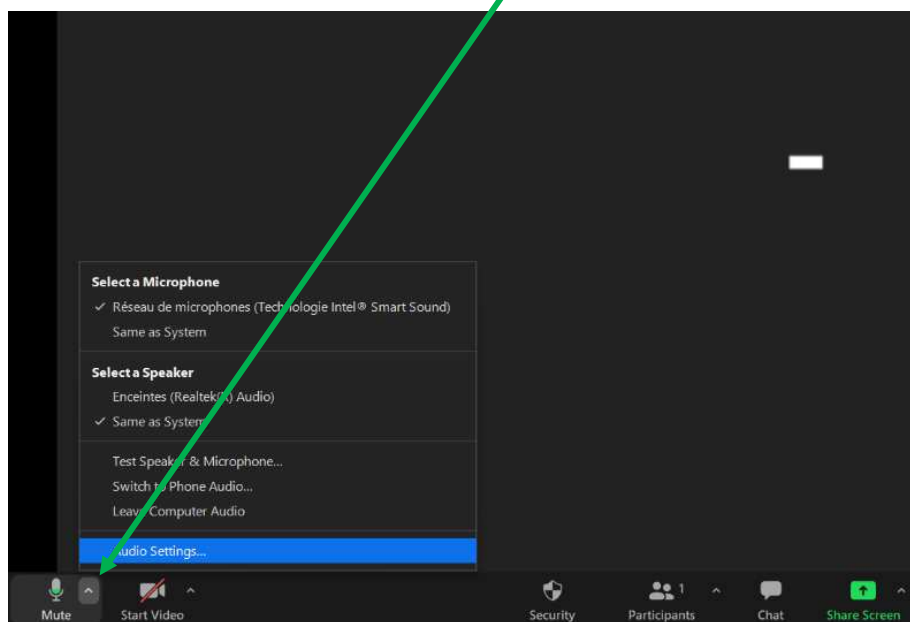


Photo 4: Audio settings

3/ In the Speaker section, choose the option "Same as System".

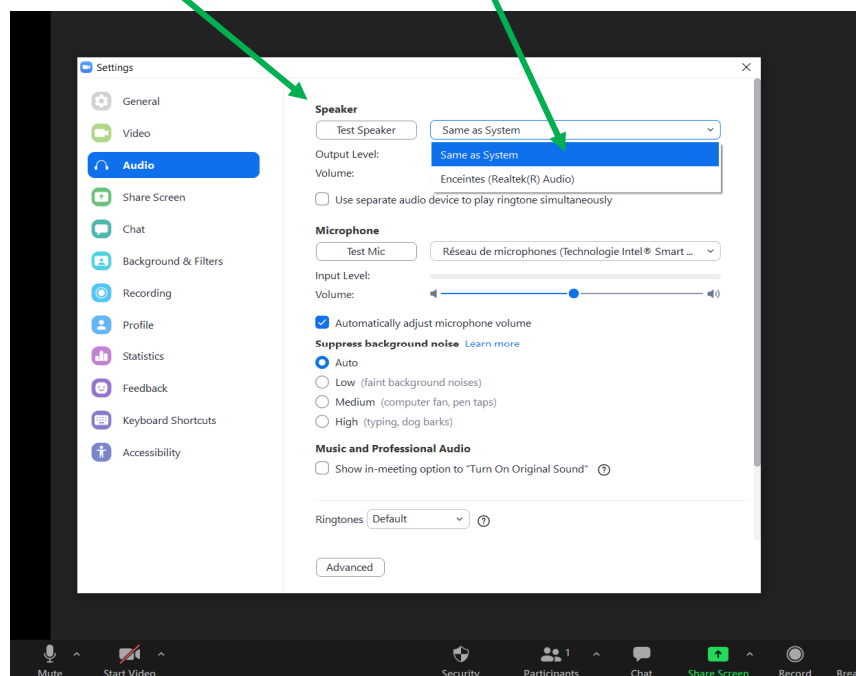


Photo 5: choice of speakers for audio output

4/ In the "Microphone" section, select the headset you are using (in the example below: Jabra Talk 15).

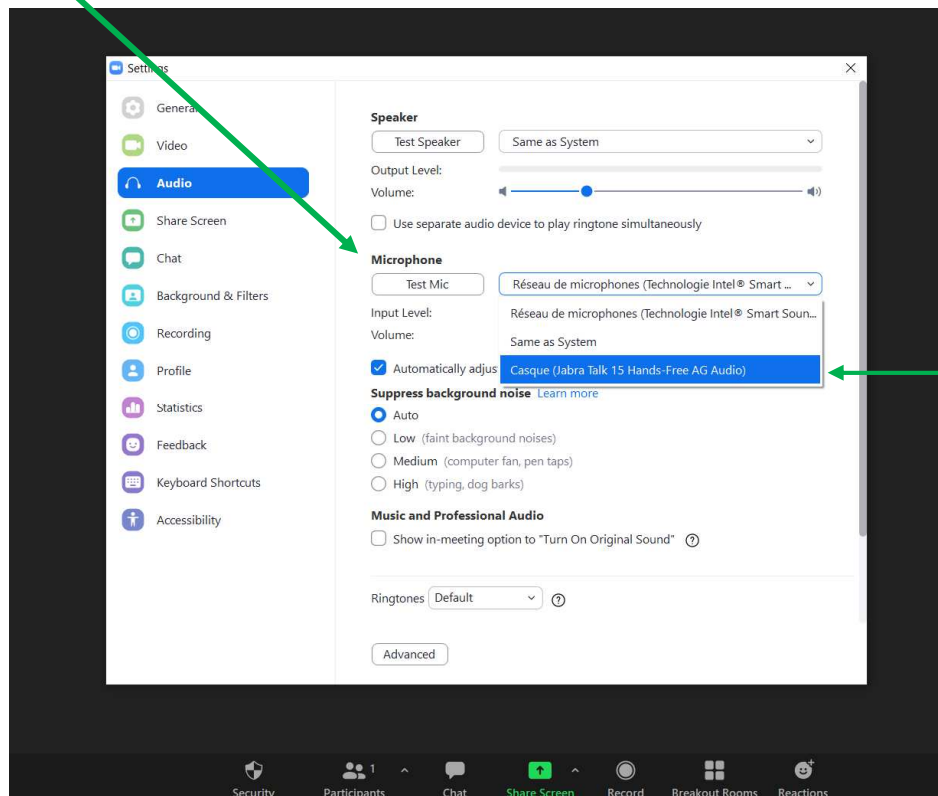


Photo 6: choice of microphone

Note: If the Zoom audio is enabled, you should now be able to talk to people remotely and hear their feedback through the classroom speakers.

Choice of camera viewing angle

The ceiling-mounted camera is preset to offer different angles of view.

The choice of angle is made via the numerical keypad on the remote control (framed in green on the photo below):

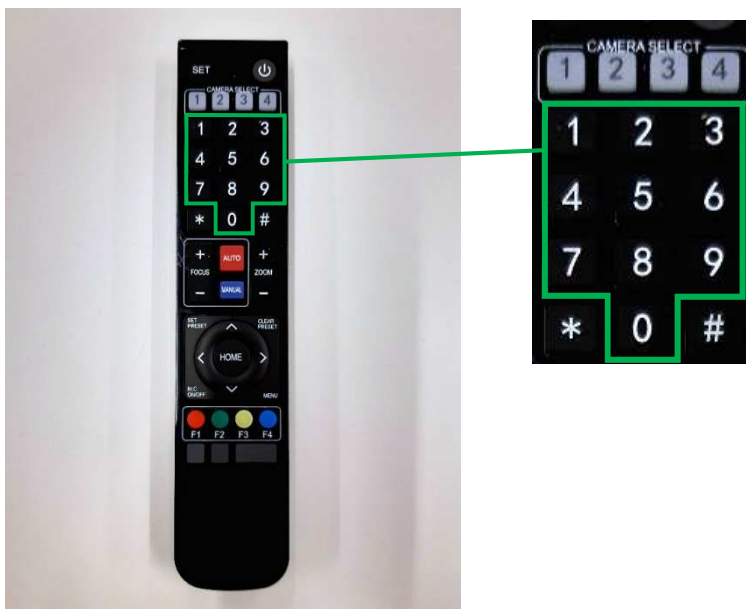
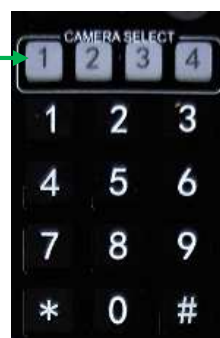


Photo 7: numerical keypad



Note: Please do not use buttons 1 to 4 of the "CAMERA SELECT" section located above the numeric keypad. These are only relevant when more than one camera is being used.

If you have accidentally pressed one of these buttons, simply press the "1" key in the "CAMERA SELECT" frame to regain control of your camera.



Description of the camera presets:

Key **1** (numeric keypad) offers an enlarged plan corresponding to the main area usually occupied by the speaker (Photo 8, below).

The area covered by the camera includes the entire whiteboard and is suitable for a presentation where writing on the board is not required.

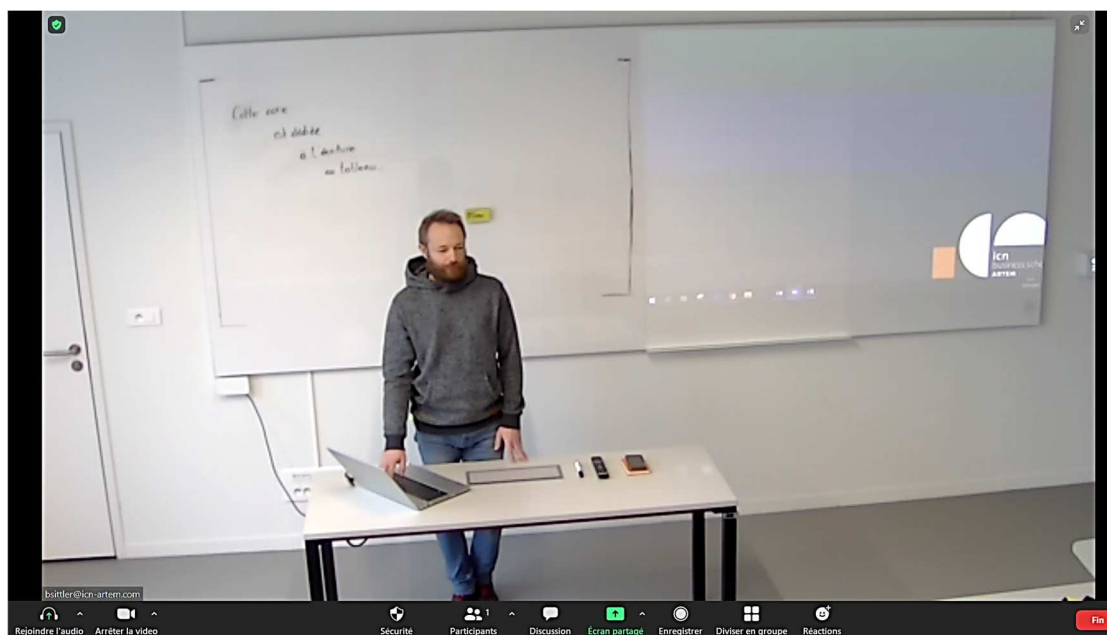


Photo 8: Wide shot camera image

Key **2** (numeric keypad): The camera captures the writing area on the whiteboard (usually the left or right half of the whiteboard). If you write on the whiteboard, make sure you stay within the camera frame so that your online audience get a view of all the information written on the whiteboard. (Photo 9)

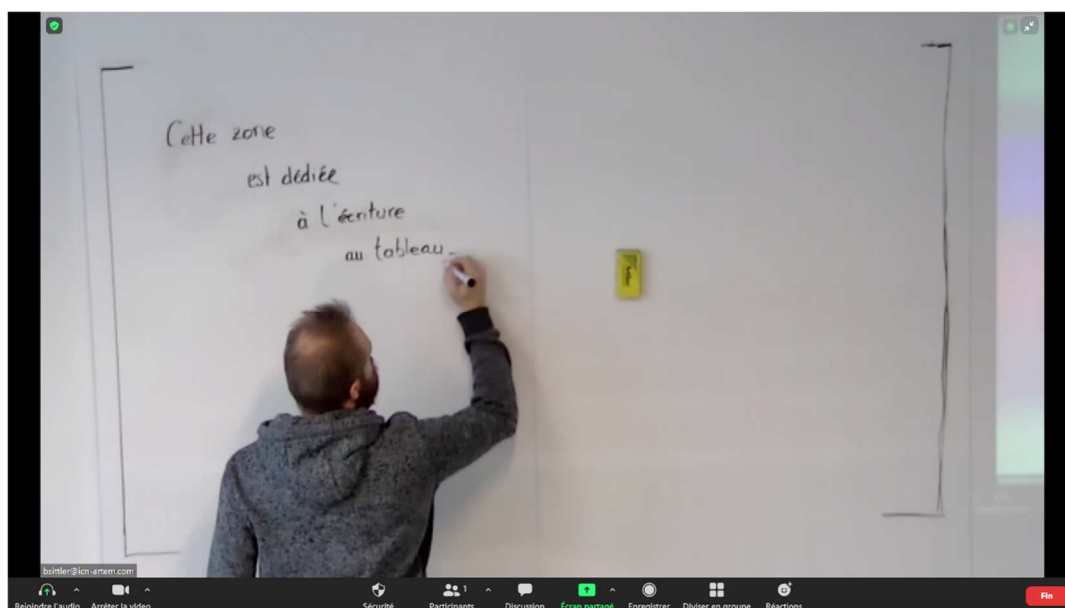


Photo 9: framing on the writing area on the board

Key **3** (numeric keypad): the camera is oriented on the projection part (from the video projector)
- Photo 10a, below.

This option can be used for troubleshooting but the Zoom screen sharing function is still the best way to broadcast your presentation from a distance (Photo 10b, below).

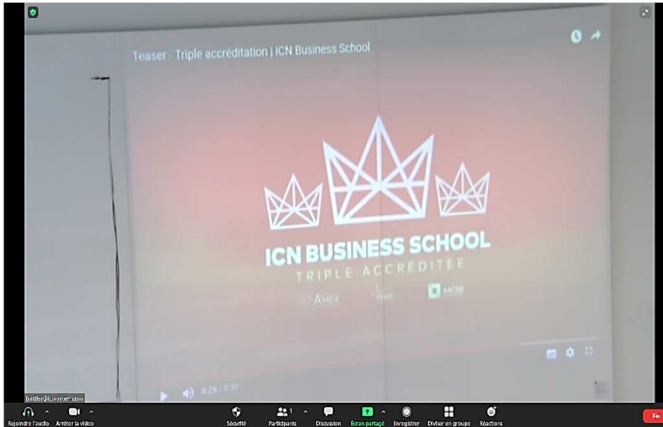


Photo 10a: framing on the projection area



photo 10b: screen sharing

For any assistance, please contact the technical support team:

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