NOTE: This document applies to general purpose classrooms supported by [ITS Classroom Hotline](https://hotline.unc.edu/public/). If you are teaching in a professional school or department-managed classroom, check with your internal IT support team about how to use the classroom technology.

Configuring Classroom Technology for Zoom

Many instructors teaching in F2F environments this fall will be using Zoom to include students or guest speakers participating remotely, and to record lectures for students accessing the course asynchronously.

This document walks instructors through the process of using Zoom in three different types of classrooms: 1) those outfitted with both ceiling microphones and PTZ cameras, 2) lecture halls outfitted with PTZ cameras, 3) and classrooms that offer only document cameras to capture in-class remarks.

**Classrooms with PTZ cameras and ceiling microphones**

Classrooms outfitted with ceiling microphones and point/tilt/zoom (PTZ) cameras are designed to capture the voices of in-class students. These classrooms will used primarily to support courses being taught in hybrid flexible (HyFlex) mode. Keep in mind that all student conversations may be audible when the ceiling mics are on.

**Classroom type: Small to mid-size classrooms   
PTZ cameras: Yes**[**Web tutorial on using PTZ cameras**](https://www.youtube.com/watch?v=UxJlgL3EZYM) **Ceiling microphones: Yes  
Instructor microphone: No  
Document Camera: Yes**

**Basic-setup instructions:**

1. Select Computer on touch panel screen:
2. Send Computer to desired displays  
   \*\*If using a room with multiple displays it is possible use an “Extended” display by sending Computer (1) to a display and Computer (2) to the other display. In Zoom, you’ll need to select Use Dual monitors under Settings. See the Hotline’s [Dual Displays Tutorial](https://www.youtube.com/watch?v=C77bBqqFCrQ).
3. Select desired camera from Camera button on touch panel
4. Log into classroom computer
5. Sign into Zoom and launch desired meeting or start a new meeting
6. Ceiling Microphones can be muted from the Touch Panel.

**Classrooms with PTZ cameras**

Ceiling microphones cannot be installed effectively in large lecture halls with high ceilings and instructor movement and handheld microphones are not currently an option in a socially-distanced classroom. As a result, it may be difficult to capture the remarks of all in-class students. Instructors may need to depend more on repeating and paraphrasing student questions and comments. They may also consider using an open back channel (e.g. chat or polls) to solicit and monitor in-class student questions and comments.

**Classroom type: Large lecture halls   
PTZ (point/tilt/zoom) cameras: Yes**[**Web tutorial on using PTZ cameras**](https://www.youtube.com/watch?v=UxJlgL3EZYM) **Ceiling microphones: No  
Instructor microphone: Yes  
Document Camera: Yes**

**Basic-setup instructions:**

1. Select Computer on touch panel screen:
2. Send Computer to desired displays  
   \*\*If using a room with multiple displays it is possible use an “Extended” display by sending Computer (1) to a display and Computer (2) to the other display. In Zoom, you’ll need to select Use Dual monitors under Settings. See the Hotline’s [Dual Displays Tutorial](https://www.youtube.com/watch?v=C77bBqqFCrQ).
3. Select desired camera from Camera button on touch panel
4. Log into classroom computer
5. Sign into Zoom and launch desired meeting or start a new meeting
6. Turn on lavalier (clip-on) microphone verify connected audio in Zoom

**Classrooms with document cameras only**

In classrooms that are not outfitted with ceiling microphones and PTZ cameras, the classroom document camera can be used to capture the remarks of instructors and in-class students. The microphone is in the head of the camera, so proximity is important. Those further from the camera will need to speak loudly, clearly, and one at a time. If you plan to use the document camera for video, you will need to adjust it to the desired direction and angle.

**Classroom type: Small to mid-size classrooms  
PTZ cameras: No  
Ceiling microphones: No  
Instructor microphone: No  
Document Camera: Yes**[**Web tutorial on using document cameras**](https://www.youtube.com/watch?v=Tc0Ti315iIU)

**Basic-setup instructions:**

1. Select Computer on touch panel screen:
2. Send Computer to desired displays  
   \*\*If using a room with multiple displays it is possible use an “Extended” display by sending Computer (1) to a display and Computer (2) to the other display. In Zoom, you’ll need to select Use Dual monitors under Settings. See the Hotline’s [Dual Displays Tutorial](https://www.youtube.com/watch?v=C77bBqqFCrQ).
3. Turn on document camera located on the podium
4. Rotate camera head to display yourself, the class or any hand-written content, use the rotate button on the camera remote if image appears upside down
5. Log into classroom computer
6. Sign into Zoom and launch desired meeting or start a new meeting