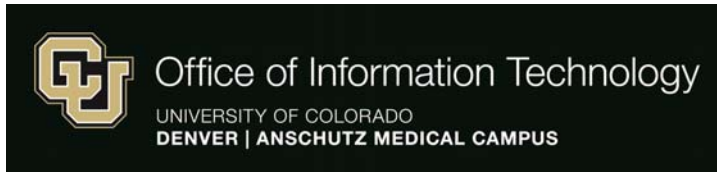


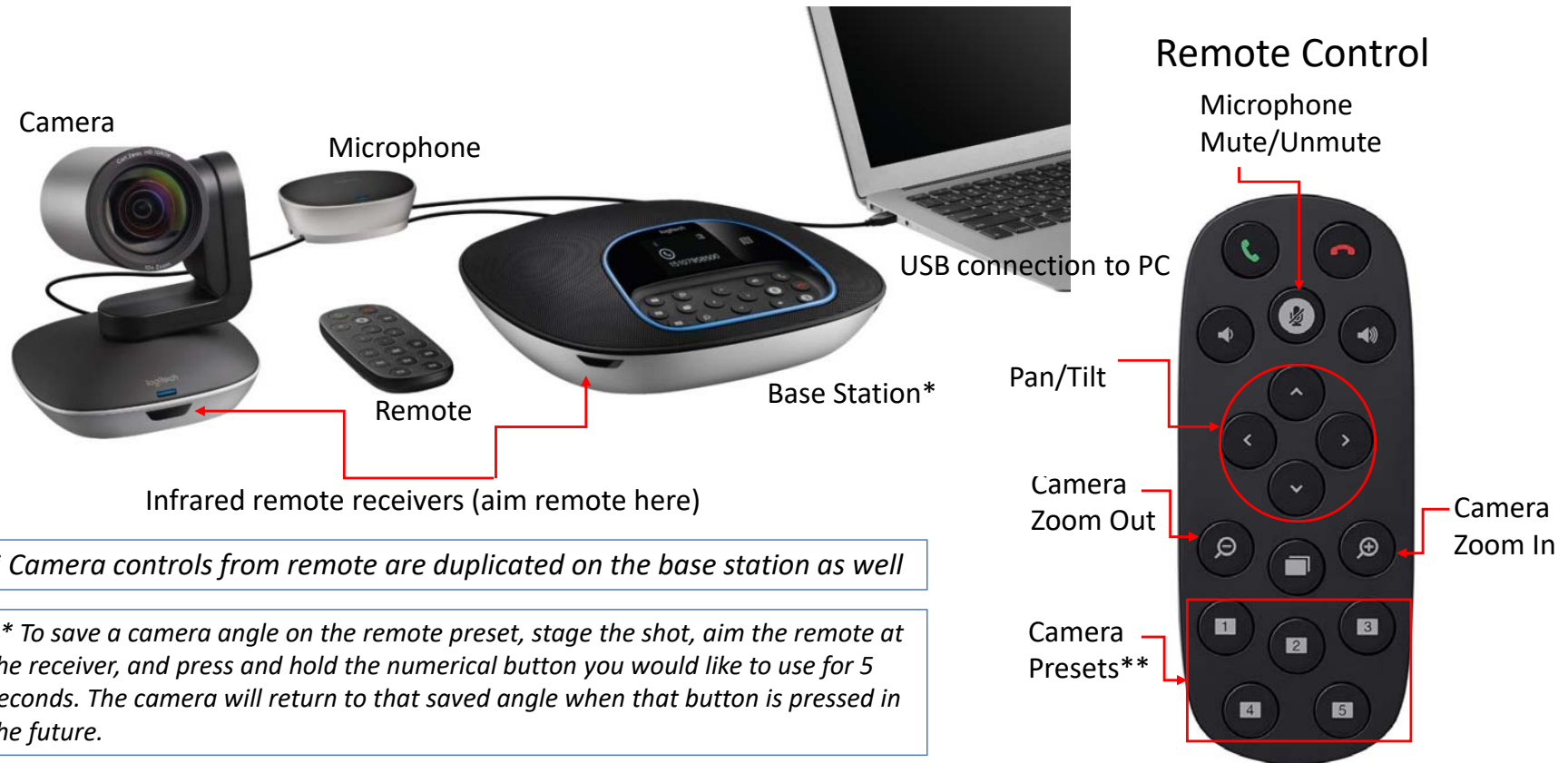
Zoom Streaming/Recording with the Logitech Group VC System and User's Laptop

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



Infrared remote receivers (aim remote here)

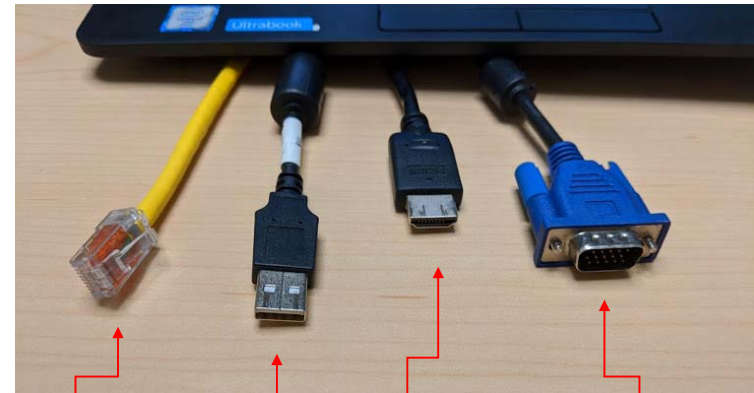
** Camera controls from remote are duplicated on the base station as well*

*** 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 the room AV system (projector, etc.) 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 – Connect your laptop to the room AV system – use either HDMI or VGA (an adapter may be required, please check your laptop’s available ports when planning for your classes to ensure you have either an HDMI, VGA or appropriate adapter for these ports to provide connectivity to the AV system)

Step 3 – Connect the Logitech system to your laptop with the USB cable coming from the system to an available USB port on your laptop (an adapter again may be required, please check your device), and connect the Ethernet cable for internet if available and compatible with your laptop ports



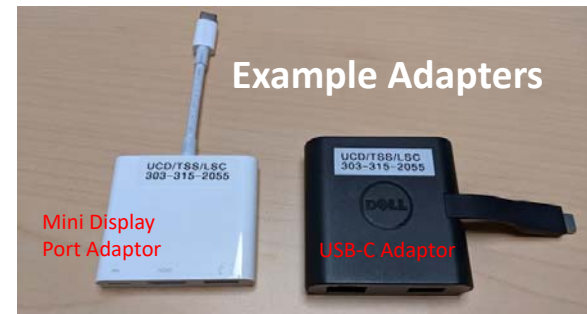
Ethernet (use if available instead of WiFi)

USB from Logitech system to user's laptop

HDMI to room AV system

OR

VGA to room AV system

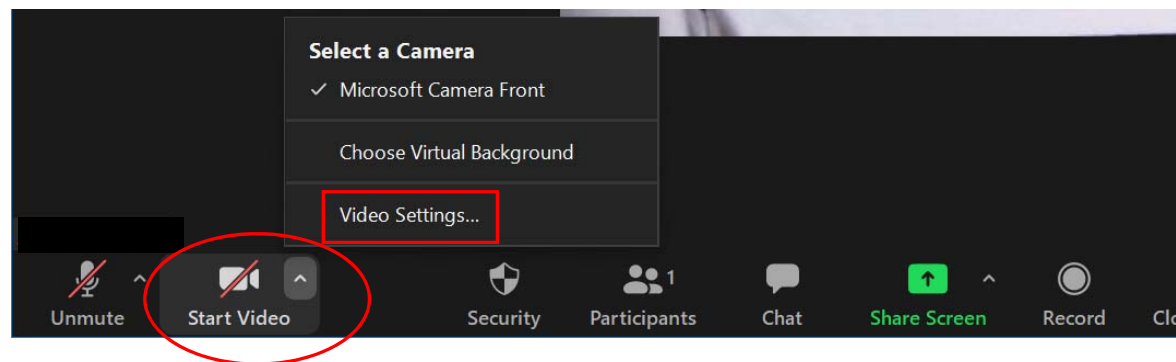
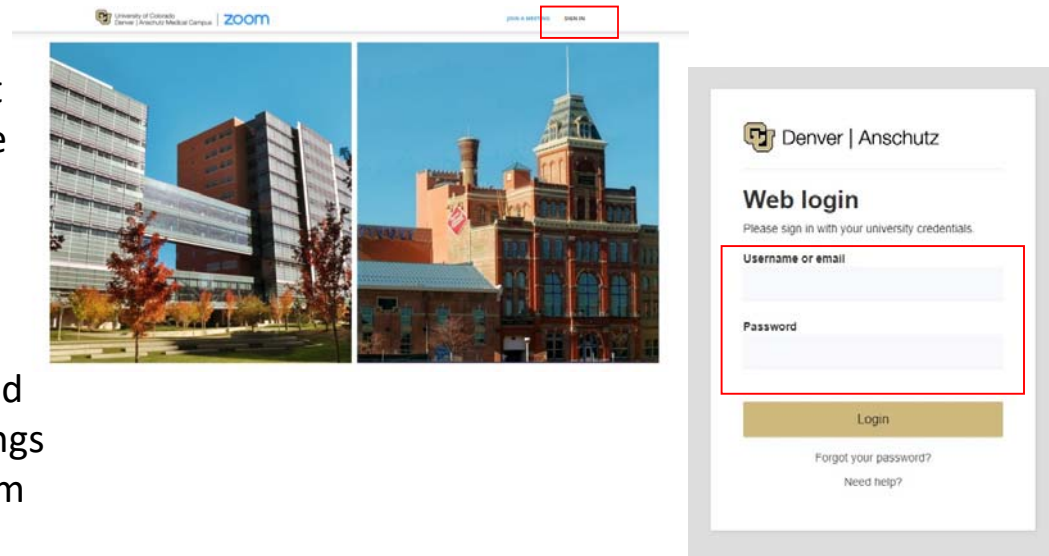


Mini Display Port Adaptor

USB-C Adaptor

Step 4 – Log in to Zoom from your laptop at UCDenver.Zoom.US to start the Zoom class session and configure the output settings for the Zoom (Chrome is the preferred browser)

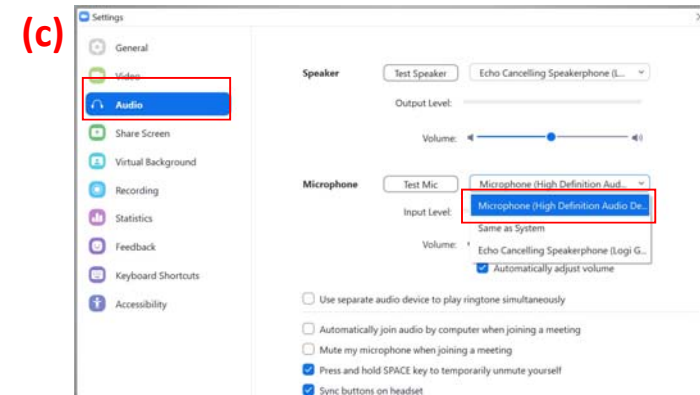
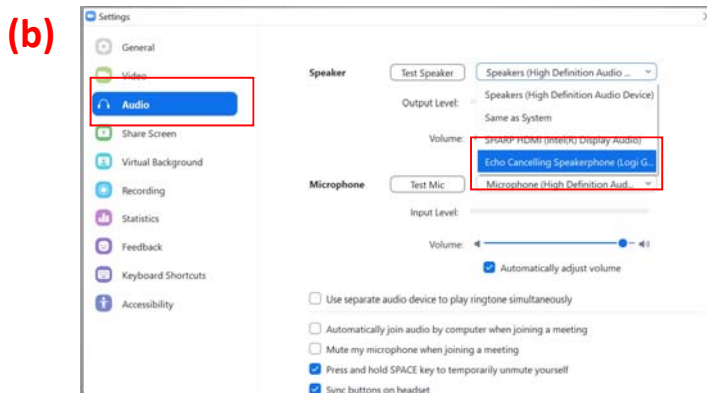
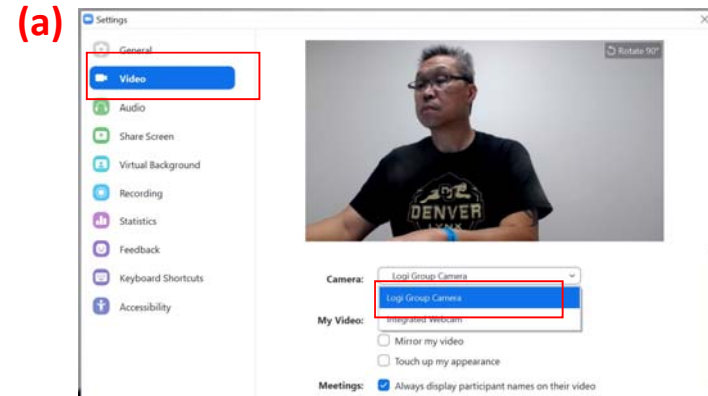
Step 5 – Once the Logitech is on and your Zoom session has been launched on your laptop, open the video settings from the lower menu options in Zoom



Step 6 – 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”

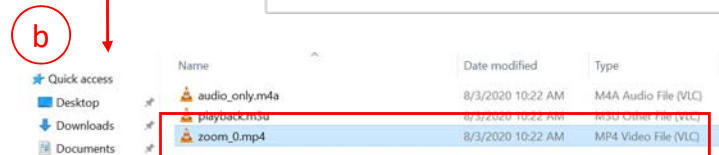
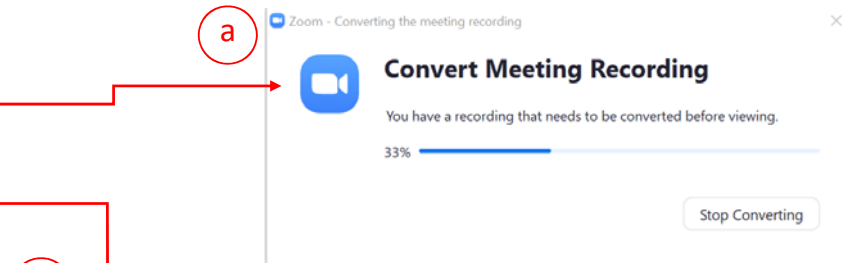
Step 7 – Your class is now enabled for interaction over Zoom – be sure to press the Record button on the Zoom window if you are planning to record the session for later upload to Zoom.



Step 8 – 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^a before a windows explorer dialog box will open asking where you want the file saved.

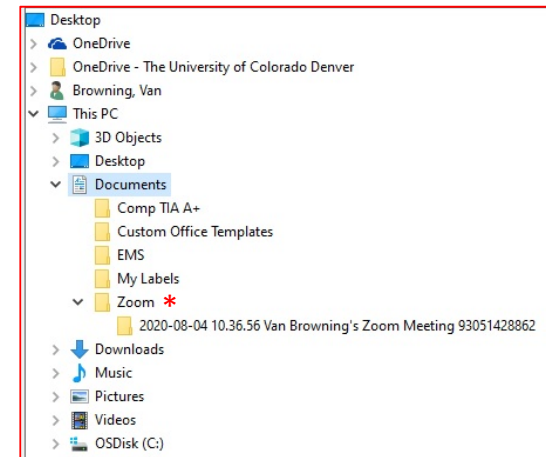
(^aA 90 minute recording will take about 8-10 minutes to convert.)

Step 9 – From the dialog box, locate and select the drive location where you would like your recording to be saved. If you do not change the file location, it will be saved by default under “Documents” where you will find a Zoom folder containing additional folders for every recording sorted by the Zoom meeting name, then by date and time^b. You will always have three file formats of each recording^c, but you will want to retrieve and use the MP4 file for upload to Canvas, etc.



Example of three file formats, use MP4 files

This is the default location where Zoom recordings will save if not modified following a recording being ended.



Step 10 – After ending the recording, directing it to save at the location of your choice, you can close Zoom and disconnect from the room AV system and the Logitech System.

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