

## Instructions for Recording a Zoom Meeting on the New Crestron Systems

1. Login to the desktop computer with your StarID and Password.
2. Start *Zoom*
  - a. *Sign In*
  - b. Select *SSO* – the Domain should be *Minnstate*
  - c. Sign in with your StarID and Password
  - d. Open the Zoom Meetings Window
  - e. Start your desired meeting – you can either grab that link from D2L, or use the “meetings” tab in the Zoom Meetings Window
3. On the Crestron Panel, tap the screen to power it on. The settings should be as follows:
  - a. On the main page, none of the buttons should be red. If they are red, tap them again to turn the red off.
  - b. Video Source – Instructor PC
  - c. Audio Settings – Nothing should be red
  - d. Cameras/Content - Select either the *Instructor* or the *Class* camera, depending on what you want students to see
4. Audio Visual Troubleshooting:
  - a. If the audio is weird in Zoom, the microphone should be on *Speakerphone (AV Bridge Mini)* and the speakers should be on *Crestron (Intel(R) Display Audio)*
  - b. If the video is weird, that needs to be fixed on the Crestron Display panel. Go back to step 3, and make sure all those settings are correct.
5. Record your Zoom meeting to *the Cloud* – this way, it will automatically save in Kaltura Mediaspace
  - a. If you want students in the recording to see slides or your screen, make sure you *Share Screen* on Zoom.