




MEETING IN AND RECORDING YOUR LECTURE USING ZOOM


1.  On the Control Panel, **display Cynap** on the Projector.





- 2A.  Prepare to **share** the document camera or your device (example: laptop connected by HDMI or VGA).

-  On the Control Panel, ensure your **Mirror Display** is set to **ON**.
-  On the Control Panel, under the Cynap Input menu, choose what you want to display (HDMI, doc cam).




- 2B.  **Share** the document camera or your device (example: laptop connected by HDMI or VGA).

-  **Tap the Cynap screen** and select **[+]** button.
-  Tap **Cynap Input** to bring up the device you previously selected on the Cynap Input menu (laptop plugged in with HDMI or doc cam).




3.  Choose **WebRTC**.




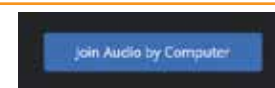
4.  Choose the **Zoom** icon.




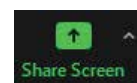
5.  On the Zoom page, choose **Create or Edit Account** to login with your NetID and Password using Two-Factor Authentication.




6.  You may need to select **Join Audio by Your Computer**.
Note, to be heard on your Zoom recording, use the **lapel mic**.




7.  On the WebRTC window, choose the **Share Screen** icon at the bottom of the Zoom window.



8.  **Select** the device you previously shared in Step 2B.



9.  Select the **record button** on the WebRTC window to record your Zoom presentation.
Recordings are saved to the cloud and will be copied over to Panopto for you.
Note, camera turns off when sharing screen, tap Start Video to turn camera on.



For more information
classrooms.utk.edu

NEED HELP?

OIT HelpDesk Classroom Support:
865-974-9110 or help.utk.edu