

RECORDING PRESENTATIONS

We strongly recommend using Zoom video software as it is readily accessible via the University of Maine System Portal and it emails a link to your recorded session when the presentation is ended.

Please note: it is not possible to use a flash drive with this equipment

OPERATING COMPUTER / WALL MONITOR

1. Turn-on **podium** touch screen (lower right). Call Circulation (581-1666) if there is no response
2. Turn-on **wall monitor** using red button on Samsung remote

ACCESSING ZOOM VIA GOOGLE CHROME

1. Tap **Google Chrome** icon in **Taskbar**
2. Tap **Portal Link in Bookmarks Toolbar**
3. **Login** using keyboard
4. Tap **Zoom icon** in Launch Pad section of Portal
5. Tap **Host button**
6. Tap **Open Zoom Meetings**

SETTING-UP RECORDING SESSION

1. Tap **Zoom video screen** if icons do not appear at bottom
2. Tap **Record icon** and **Record to the Cloud** (to receive a link to recording via UMS email after your presentation session has ended)
3. Tap **Zoom video screen** and **Pause** recording
4. **Set video frame using Logitech remote** (use magnifying glass to zoom and arrows to pan)
5. **If you are using presentation software**, see last section
6. Tap **Zoom video screen** and **Resume** recording
7. **Begin your presentation**

ENDING PRESENTATION

1. Tap **Zoom video screen** if icons do not appear at bottom
2. Tap **End Meeting** button
3. Tap **End Meeting for All**

LEAVING ROOM

1. **SIGN OUT OF MAINSTREET & CLOSE GOOGLE CHROME TO SECURE YOUR ACCOUNTS!**
Click Home - MyCampus tab in browser, look for your name in upper right, and click down arrow next to it to choose sign out. Chrome runs in "Incognito" mode and closing the browser will prevent others from accessing your Portal session.
2. **Turn-off touch screen** (lower right)
3. **Turn-off wall monitor** using red button on Samsung remote
4. **Box remotes**
5. **Turn off torch lamps** and ignore ceiling lights
6. **LOCK DOOR!**
7. **Return key and remotes to Circulation Desk**

USING PRESENTATION SOFTWARE

RECORDING YOURSELF AT PODIUM & DISPLAYING PRESENTATION SOFTWARE ON WALL MONITOR

1. **Open your presentation**
2. **Start Zoom recording session and set presentation to full screen**
3. **Exit slide session (ESC key) to access Zoom screen**

RECORDING SHARED SCREEN WITH YOUR VOICE AS AUDIO

1. Tap **Zoom video screen** if icons do not appear at bottom
2. Tap **Screen Sharing icon**
3. Tap **window** that you wish to share. *Selected window will fill video frame*
4. Tap **red Stop Share screen button** at top of screen when you are finished