RECORDING PRESENTATIONS

This room is designed for recording presentations to provide you feedback. 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.

ROOM PREPARATION
1. Press power button on podium touch screen (lower right).
2. Press red power button on Samsung remote to activate wall monitor. Remotes for this room are available for check-out at Circulation Desk on level one.

ACCESSING ZOOM
1. Double-Tap UMS Portal shortcut on desktop.
2. Login with your MaineStreet credentials using attached keyboard.
3. Tap Zoom icon in Launch Pad section of Portal.
4. Tap Host button to start a meeting.
5. Tap Open Zoom Meetings at top of window.

SETTING-UP RECORDING SESSION
1. Tap Zoom video screen if icons do not appear at bottom.
2. Tap Record icon.
3. We strongly recommend choosing Record to the Cloud so you will receive a link to recording via UMS email after presentation session has ended. Otherwise, Choosing Record to this Computer will require you to upload presentation to another cloud drive (i.e., Google Drive or Box). It is not possible to use a flash drive with this equipment.
4. Tap Zoom video screen and Pause recording.
5. Set video frame using Logitech remote. Magnifying glass icons will set zoom and arrow keys will move camera. Set frame as tightly as possible so that just you and the wall monitor appear.
6. If you are using presentation software, see last section.
7. Tap Zoom video screen and Resume recording.
8. Begin your presentation.

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

BEFORE VACATING PRACTICE ROOM
1. IMPORTANT! Sign Out of your MaineStreet session. Click Home - MyCampus tab in web browser, look for your name in upper right, and click down arrow next to it to choose sign out.
2. Press power button on podium touch screen (lower right).
3. Press red power button on Samsung remote to turn off wall monitor.
4. Gather remote controls and place them in bag you received at check-out.
5. Turn off lamps. Ceiling lights remain on.
6. Lock door and verify it is secure!
7. Return key and remotes to Circulation Desk.
USING PRESENTATION SOFTWARE

RECORDING YOU AT PODIUM & DISPLAYING PRESENTATION SOFTWARE ON WALL MONITOR

1. **Open your presentation** either online or download it to desktop.
2. **Once session begins recording, set presentation to full screen.**
3. **Exit slide session to access Zoom screen.**

RECORDING YOUR SHARED SCREEN. *PowerPoint (or the like) will be seen in video frame and your voice will be heard in recording.*

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.