Zoom ‘livestreaming’ from Lecture Theatre

Schedule the Zoom meeting in advance:

1. Setup the Zoom meeting using the instructions for [scheduling a live streaming lecture via Zoom]
   a. Create as recurring meeting
   b. Ensure teaching staff are added as Alternative Hosts
   c. Enable closed captioning in Profile settings
2. Add the recurring Zoom link to your Canvas course (e.g., in Announcement or Syllabus page)

Start the Zoom meeting from the lectern PC:

1. Open your Canvas course on the lectern PC and launch the Zoom meeting
2. Click on Security icon at bottom of Zoom screen to limit interactivity
3. Uncheck the following options to avoid interruptions from viewers:
   a. Screen Sharing
   b. Chat*
   c. Unmute Themselves
   d. Start Video

*If chat is enabled be clear with students when/if chat questions will be reviewed during the session.

Note: The Zoom meeting does not need to be recorded as it will be captured via lecture theatre recording.

To use Document Camera on Zoom

1) Open Zoom and check whether the primary camera is selected as the webcam in the video settings.

   ![Select a Camera](image)

   Ensure the Webcam is selected as the primary Camera so that the Logitech Screen Share (Document Camera) can be selected as a 2nd Camera via Advanced Sharing.

   Note: you can keep the webcam disabled

2) Select Share Screen or New Share option on Zoom
3) Choose **Advanced** sharing option, then select **Content from 2nd Camera** and click **Share**

4) Project ‘Document Camera’ onto the ‘Recordable Projector 1’ using the lectern touch panel.

5) Document camera shared via Zoom