



Zoom and Self-Recording Instructions

This equipment is supported by the RPTS department

For help, please call us at (617) 585-1275

Find My Stream

Streams will be viewable at www.necmusic.edu/live

The public and private streams are both accessible from the same page

The private stream will be behind a password: NEC2021

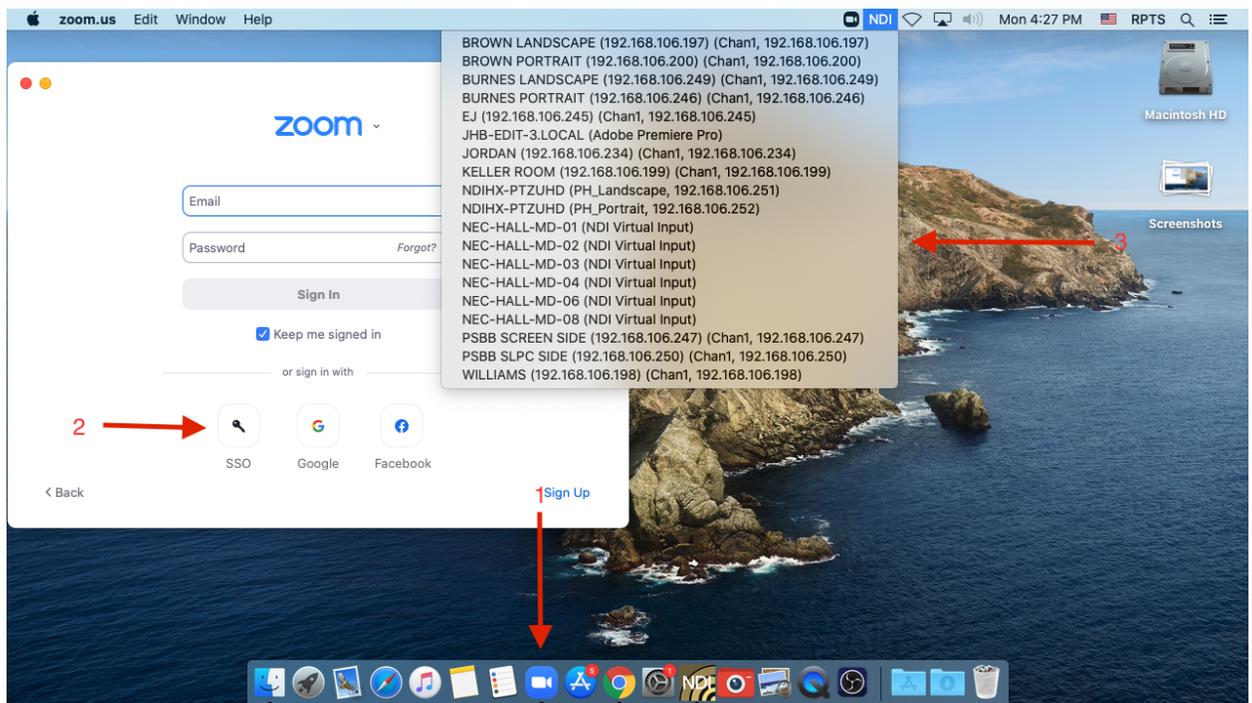
Zoom

Setting Up

- **Burnes**, and **EJ** - Within the equipment rack, find a switch labeled SPEAKERS. Flip the switch to 'On'. Beside the switch there is a panel with buttons for 'Power On' and 'Power Off'. Click and hold 'Power On' until the projector starts booting up
- **Brown** and **Keller**- Find the crestron panel (on the wall). Select HDMI on the crestron

Opening Zoom

- Open the computer and launch the Zoom application. To sign into your NEC account, select 'Sign in with SSO' on the bottom of the sign-in window. Enter 'necmusic-edu' into the Company Domain. This will launch the NEC Onelogin page. Once you are signed in, it should launch the Zoom home page
- Click on 'NDI' in the top right hand corner of the screen on the dock. Select the room and orientation you will be using. For further instructions on camera control, please refer to the last section, Camera and Audio Control

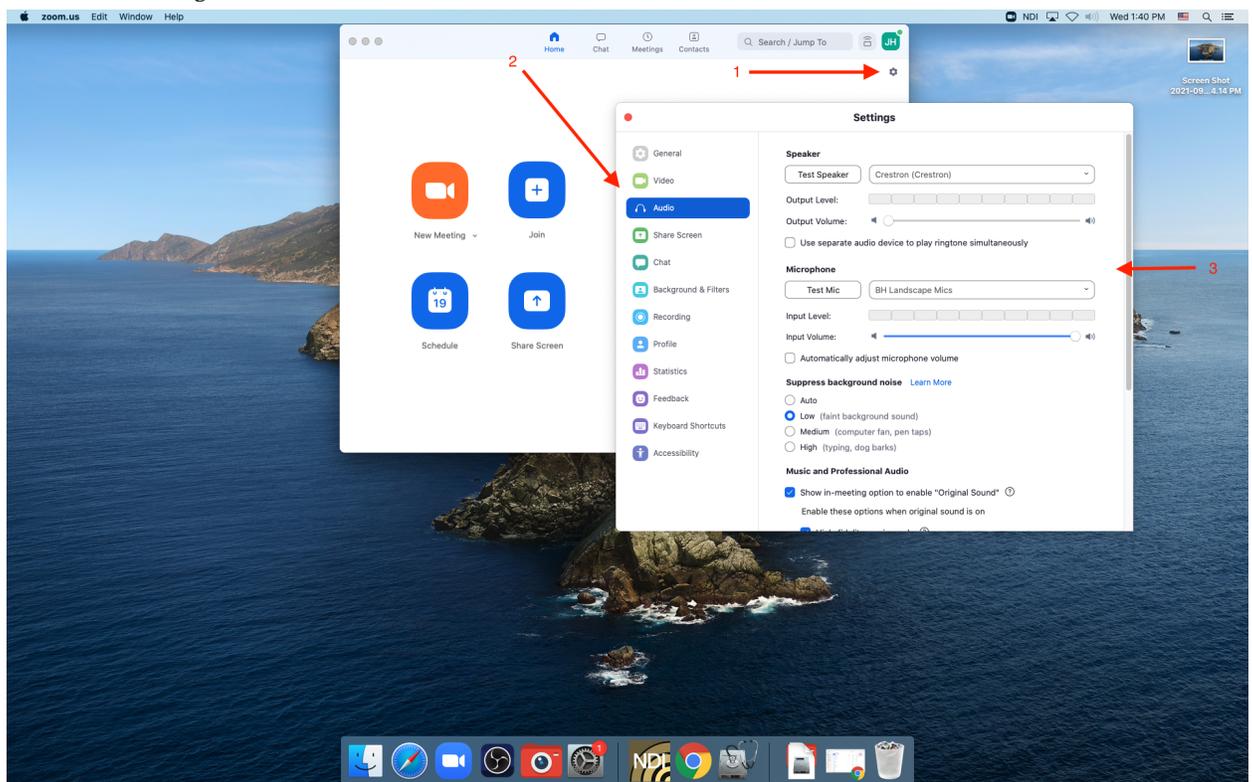


- Within the Zoom application window, you will find a settings icon below your initials in the top right corner. Click the icon, and a settings window will appear. On the left hand side of the settings window, select 'Video'. The camera input should have 'NDI Video' selected

- Once your camera is set, select 'Audio' from the left hand menu. From the 'Speaker' dropdown menu, select the appropriate output from the table below depending on the hall you are using

Brown Hall	Crestron
Keller Room	Same As System
Eben Jordan	Extron Scaler D
Burnes	Extron Scaler D
Black Box	Epson PJ

- The microphone dropdown menu should be the name of the hall and orientation you are using. You have the ability to test both of these in Zoom to make sure they are connected and functioning

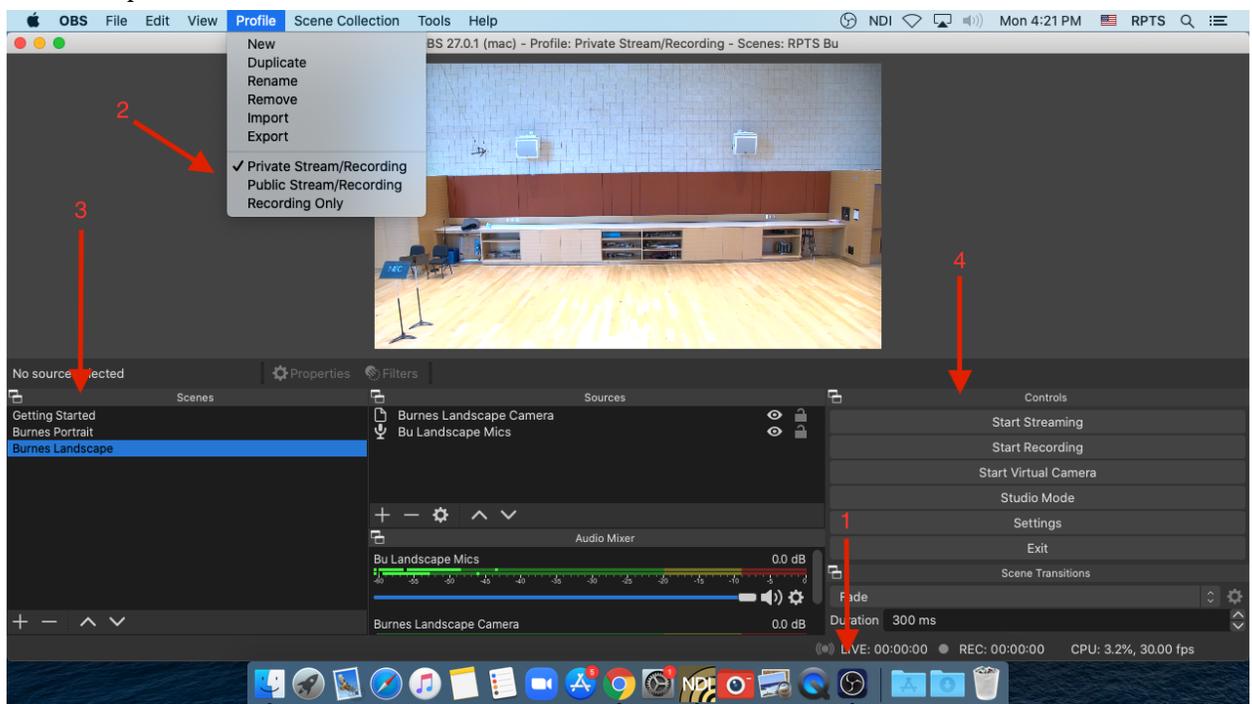


- There should be a switchable hand-held microphone available for you to use. For further instructions on audio control, please refer to the last section, Camera and Audio Control
- Once your mics and speakers are set, hit the 'Advanced' button on the bottom of that audio settings page. Make sure the checkboxes from 'Show in-meeting option' to 'Enable Original Sound' are selected, the 'High fidelity music mode' checkbox is selected, and the 'Use stereo audio' checkbox is selected. Keep 'Disable echo cancellation' unselected. You are now ready to join a Zoom call!
- Please sign out of your account and turn off the projector and speakers when finished

Self-Recording and Self-Streaming

Setting Up

- Plug your hard drive into the USB hub provided. The hard drive **MUST** be labeled SELFRECORD otherwise you will receive an error message
- Open the OBS software by clicking its icon in the dock at the bottom of the screen
- The software will open with instructions to select the correct profile
- Once the correct profile is selected, look to the lower left hand corner of OBS in 'Scenes' and select either Recording and Streaming or the orientation of your hall
- With the correct scene selected, you should see an image of the room. You should also see microphone volume meters under 'Audio Mixer'



Recording and Streaming

- Before your performance, we recommend recording the loudest and softest passage from your piece. To do this, simply select 'Start Recording' in the menu on the right side of OBS. To listen back, you **MUST** stop recording first, and find the video on the hard drive you previously plugged in. Plug your headphones into the Focusrite interface to listen. If the recording is at the desired loudness level, then you're ready! Otherwise adjust the gain control on the interface and check again (see the Camera and Audio Control section for more information on how to adjust gain)
- To stream, select 'Start Streaming' in the menu on the right side of OBS. There is a 30 second to minute and a half delay from the time you begin streaming to the time it broadcasts to the NEC website

Camera and Audio Control

- For camera control, open the PTZOptics Camera Control application from the dock on the bottom of the computer screen. Once the camera controller is open, you must select the camera you are moving. The arrow buttons at the center of the panel allow you to adjust the pan (left/right) and tilt (up/down). The magnifying glass will zoom in and out. The Auto Focus button will be black when it's on, and white when it's off. We recommend setting the focus automatically once the camera is in the desired position, then turning the autofocus off so the camera doesn't adjust during your performance



- Near the computer, you will find a red interface labeled 'Focusrite'. There are two XLR inputs on the left of the front panel which are labeled 'User 1 in' and 'User 2 in'. User 1 will be plugged into a switchable microphone labeled 'Talk' that is available for your use, User 2 should be open. The gain (input level) for these inputs is controlled by the front panel knobs labeled '1' and '2' respectively
 - If you are in a hall that only has one orientation, channels three and four control the level for the main mics (left and right, audience perspective)
 - If you are in a hall with two orientations, channels three and four will control one orientation, channels five and six will control the other. They will be labeled either Landscape or Portrait