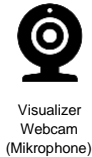


Quick guide to the use of zoom for hybrid scenarios with media technology in the lecture hall



Visualizer
Webcam
(Mikrophone)

Connection via a USB type A
plug



Internet via LTA or WiFi

Connection via HDMI Type-A
connector



Projection hall

On <https://www.zml.kit.edu/english/hybrid-teaching-scenarios.php> you find lists with the respective equipment of the lecture halls under the hybrid scenarios. The lists contain information on whether an LTA internet connection is available and whether the lecture hall microphone can also be used in Zoom. If the auditorium microphone cannot be used, you will need to bring your own additional microphone to transmit your voice in Zoom and use it in Zoom. You can find suggestions for suitable microphones at <https://www.zml.kit.edu/english/hybrid-teaching-equipment.php>.

Procedure

Starting the projection via the media control

1. **Connect the laptop** to the **USB cable** (type A) and via **HDMI plug** (type A)
Check that the screen content of the laptop is displayed via the projection, if necessary select HDMI source in the media control system of the lecture hall.
2. Establish an **internet connection**:
 - If LTA, connect Ethernet cable to laptop, open browser and activate LTA connection by calling any Internet page with the browser and KIT login (ab1234). See also: <https://s.kit.edu/lta>
 - Otherwise, connect to KIT WIFI.
3. **Switch on/connect microphone**
 - If the auditorium microphone cannot be used in Zoom, connect your own additional microphone to your laptop and switch it on if necessary. If possible, avoid using the microphone in the auditorium if your voice is loud enough for students present to avoid an echo in Zoom.

- Otherwise, switch on the microphone in the room as usual and check whether you can be heard in the lecture hall.

4. Start Zoom and connect sources

Start Zoom on your laptop and start the meeting for the lecture.

5. Adjust audio in Zoom

- a. Try which input on the Zoom toolbar is your **microphone**. With the webcam and Visualizer you have several microphones to choose from. You can find out which input is the microphone you are using by unmuted and tapping lightly on the microphone. You should be able to see the knocking as a level with a green color in the microphone icon of the Zoom toolbar.
- b. For **speakers**, select your HDMI output so that zoomed-in people can also be heard while talking.



6. Select webcam (own picture) in Zoom

You can optionally show yourself. To do so, select Start Video in the Zoom toolbar and try out which camera is the webcam provided.

ATTENTION: The Visualizer signal also appears here. This signal is not selected here.

7. Control screen sharing in Zoom

In order to see content in the lecture hall as well as in Zoom mode, you only need to switch the sources to be displayed by clicking on "Share screen" in the Zoom toolbar.

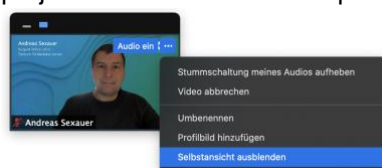
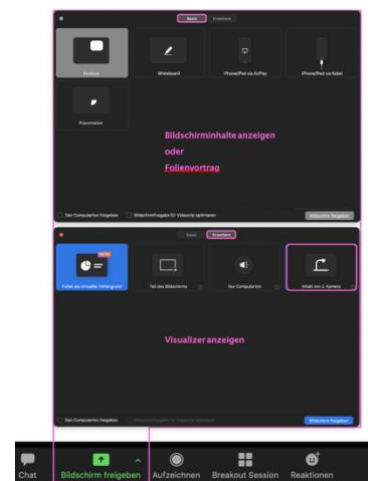
For suggestions for reasonable window arrangements see <https://s.kit.edu/zoomfenster>.

a. Display of a presentation:

Share window or whole screen, usually the PPT is displayed in full screen.

If the PPT contains sound, check the box "Share computer sound" in the share window.

You can hide your own video image by clicking on the three dots with "Hide Self View" on the projection. It is still visible to participants via Zoom.



- b. **Display of Visualizer content:**
Under Share screen, select "Content from 2nd camera" under "Expand". The contents of the Visualizer are displayed in a window on the screen and in Zoom.
If Zoom does not select the correct camera signal, there is a button "Change camera" in the upper left corner of the window. Press this button until the correct content is displayed.

- c. **Changing the displayed contents:**
You can switch between a) and b) in the further course. To do so, stop the release and then release the other content as described in a) and b).

Info & Contact

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