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

Visualizer
Webcam
(Mikrophone)
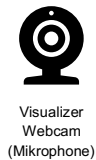
Connection via a USB type A plug

Internet via LTA or WiFi

Connection via HDMI Type-A connector

Projection hall

On https://www.zml.kit.edu/english/hybrid-lecture-halls.php you find a list with the respective equipment of the lecture halls under the hybrid scenarios. The list 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-documents-recommendations.php.

Procedure

Starting the projection via the media control

1. **Fixed structure in the lecture hall:**
   Webcam and visualizer are available. Cables and plugs for connecting the devices to the mobile device and for dialing into the Internet are available.

2. **Connecting the laptop:**
   The following cables must be connected to the laptop or to the adapter provided:
   - To the **USB-cable** (color code **BLUE**),
   - To the **LAN-cable** (color code **YELLOW**),
   - To the **HDMI connector** (color code **RED**)

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.
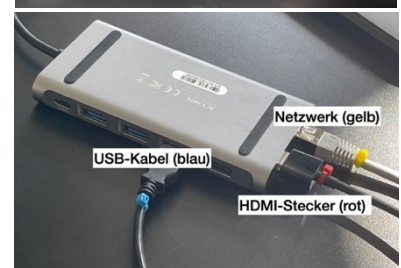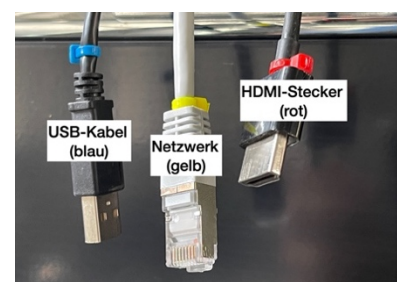
3. **Establish an internet connection:**
   - ☐ If LTA, connect Ethernet cable to laptop, open browser and activate LTA connection by calling any Internet page with the browser and KIT login (ab1234). See also: https://s.kit.edu/lta
   - ☐ Otherwise, connect to KIT WIFI.

4. **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.

5. **Start Zoom and connect sources**
   Start Zoom on your laptop and start the meeting for the lecture.

6. **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.
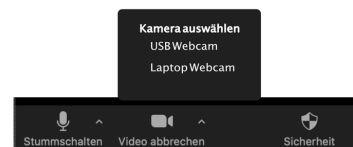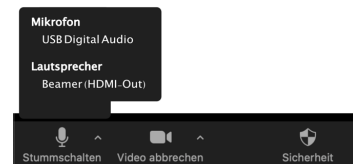
7. **Select webcam (own picture) in Zoom**
   You can optionally show yourself. To do so, select Start Video in the Zoom toolbar and try out which camera is the webcam provided.
   ATTENTION: The Visualizer signal also appears here. This signal is not selected here.

8. **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/window-arrangement-zoom.
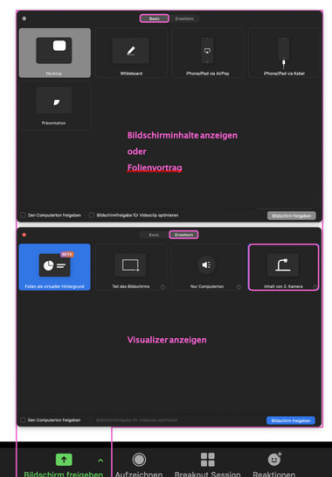
a. **Display of a presentation:**
Share window or whole screen, usually the PPT is displayed in full screen.
If the PPT contains sound, check the box "Share computer sound" in the share window.
You can hide your own video image by clicking on the three dots with "Hide Self View" on the projection. It is still visible to participants via Zoom.
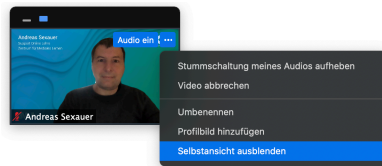
b. **Display of Visualizer content:**
Under Share screen, select "Content from 2nd camera" under "Expand". The contents of the Visualizer are displayed in a window on the screen and in Zoom.
If Zoom does not select the correct camera signal, there is a button "Change camera" in the upper left corner 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).

FAQs Troubleshooting

1. **Visualizer doesn't work:**
   - Check whether the visualizer is selected as the source under "Select camera" in the zoom toolbar.
   - Check whether the visualizer is switched on. Power switch is located on top of the device.
   - Ensure that all cables are firmly attached in the correct position.
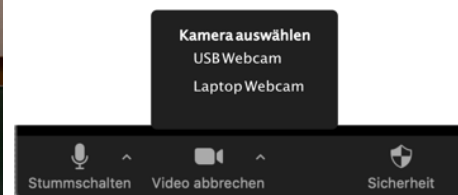
2. **No network/internet**
   - Check whether network cable (color code YELLOW) is installed in the laptop.
   - Reopen browser and log in via captive portal.

- If there is still no access, disconnect the network cable once for 5 seconds, reconnect and repeat the login to the captive portal.
- Disable your WiFi to force the connection to be via the network cable.
- Alternative: Activate VPN and use it to access the network.
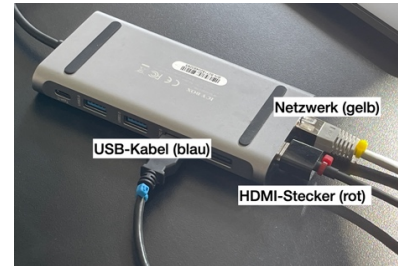
http://captive-portal.scc.kit.edu
mit KIT Login (ab1234) aktivieren

3. **There is no sound via Zoom**
   - Check that all cables are firmly attached in the correct position.
   - Make sure that the appropriate audio source has been selected for the microphone symbol in the zoom toolbar (usually USB audio device).
   - Check whether other sound sources are working and if necessary. If several USB audio devices are displayed, this is the case. Try switching between the different audio devices to see whether one of the others works.
   -
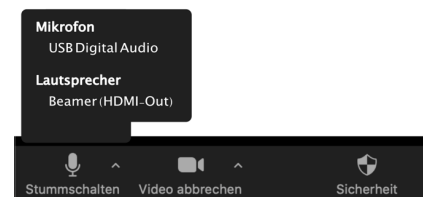
4. **The correct content is not displayed on the projector**
   - The projector is basically a second connected screen. Typically, the operating system allows you to choose whether both screens show the same content or are treated as separate displays. If you have different ads, you should typically be able to move the mouse from the image of one ad to the other on either the right or left side. You can also move windows from one display to the other in the same way.
   - The behavior can be changed on your own device so that both displays are always identical; this is referred to as mirrored. Then you will always see the same thing on your own device as the audience does via the projection.
     a. On a Windows PC, you can switch between mirrored mode and two separate displays using the "Windows" key + "P" key like projector.
     b. bOn Mac computers, you can find the change in the Monitors section of the Control Panel in the Arrange tab under the "Synchronize Screens" option.

5. **Webcam is not recognized by the PC or the screen remains black:**
   Solution: Turn off the power to the webcam and restart it
   - Lecture halls are equipped with a power strip with the reference: "Hybrid technology" on and off switch (on the desk)
   - Pull the USB cable (BLUE) out of the mobile device (important because USB also supplies power)
   - Switch off the power strip
   - Switch on the power strip

- Finally, plug the USB cable (**BLUE**) back into the device
- Camera restarts again

6. **Using the headset leads to feedback-related disruptions in the transmission**
   - The USB audio device from Zoom represents the headset and the lecture hall microphone as input
   - Select the desired audio source (headset).
   - Make sure that the lecture hall microphone is switched off -> the on/off switch is located directly on the microphone

Info & Contact

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