Atlantic Cape Community College
Vaddio (Camera/Microphone) Instructions

Powering On

1. Sequence at start-up matters greatly. Turn on the computer. *If it is already on, restart it to return settings to default.*
2. Power on the Projector
3. Power on Vaddio (black remote -> green Power button).
4. ***Only after Vaddio is on,*** launch Zoom or Blackboard Collaborate. If prompted, do the "Test Audio" to ensure correct audio options are selected.
   - Audio: Defalt-Echo Cancelling Speakerphone (ConferenceShotAV) (25c1:0013)
   - Video: ConferenceSHOTAV (25c1:0013)

Powering Off

1. After you end the meeting in Zoom or Blackboard Collaborate, power off the Vaddio camera using the black remote -> green button. ***It is important that faculty power down Vaddio after each use.***

Remote Functions

Action	Button
Power on or Standby	**Power** (green button at top right)
Move the camera	**Arrow** buttons
Move the camera to a preset position	**Position Preset** buttons 1 through 6 • Storing a Preset: Position the camera. Hold down the Preset button and press one of the numbered preset buttons. Clearing a Preset: Press and hold the Reset button while pressing the preset number you want to clear.
Mute the microphone	**Mic Mute** button (center). *Alternatively, mute your mic on Zoom or Collaborate.*
Change the speaker volume	**Volume** buttons (center left)
Zoom in / Zoom Out	**Zoom** buttons – **T** (for telephoto) to zoom in. **W** (wide-angle) to zoom out.
Adjust for excess light behind camera's subject	**Back Light** button (top center).
Correct a motor calibration fault condition (blinking yellow light)	**Pan-Tilt Reset** button (center right, beside arrow buttons). *If you accidentally push this button, your screen will go blue and the camera will spin – it will return to normal in less than a minute.*

Source: Configuration Guide

Technical/Classroom Support:

Help Desk: helpdesk@atlantic.edu or extension 5555 (Mays Landing), 4772 (Atlantic City), 4521 (Cape May).

Helpful Tips:

1. Maintain the mindset that you are teaching remotely while some students happen to be in the room. This will help you remember to share your screen with remote students.

2. Check and/or set **Presets** at the beginning of class to quickly adjust camera shots during class. As examples, consider setting Preset 1 to the teacher station where you begin class; set Preset 2 to the whiteboard if you plan to zoom in on written content; set Preset 3 as a panned out shot of the full class so that remote students get a sense of the classroom environment.
   - Set a preset by first positioning the camera where you would like a Preset. On the remote, hold down the Preset button while pressing one of the numbered presets.
   - *You may need to clear a preset first*. Press and hold the Reset button while pressing the preset number that you wish to clear.

3. Bringing a **second device** in and logging in as a "remote student" yourself is completely optional. Doing so would allow you to monitor chat without projecting it on screen while also monitoring what your remote students see. If you bring in second device (a laptop or iPad) to log into your session, follow the start-up sequence above *before* joining on the second device.

   You will not be able to log-in to Zoom or Blackboard Collaborate from two devices. Additionally, you **cannot have audio on both devices**; it will cause sound reverberation.
   - For Zoom, use the link provided to students to join from your second device or use the Meeting ID and Passcode to join meeting. When prompted to join audio, click No (or X in the top right corner of the prompt window). Click to continue without audio.
   - For Blackboard Collaborate, create a Guest link to your session and join with your second device via the guest link. Do not join with audio.

Zoom as your Video-conferencing Platform:

Launching Zoom

From the application on the desktop, log-in to your Zoom account. Click Meetings; click to join the meeting that you wish to start.

The Vaddio camera & microphones should be automatically enabled.
- Audio: Defalt-Echo Cancelling Speakerphone (ConferenceShotAV) (25c1:0013)
- Video: ConferenceSHOTAV (25c1:0013)

Using the Vaddio Camera through Zoom

Remote students who join the Zoom session will see what the Vaddio camera is pointed at. Position the camera to show yourself close up, the classroom panned out, or a portion of the whiteboard you wish to write on.

- To reposition the camera, use the left, right, up, or down arrows on the Vaddio remote

- To zoom in, use the T button; to zoom out, use the W button.

- To write on the white board, zoom in on the portion of the whiteboard you wish to use. Put small marker lines around the area that is captured by the Vaddio camera. This provides parameters that are within sight of remote students.

To project the images of remote students on the projector screen, maximize your Zoom session on the computer and select Gallery View. (This is helpful if you are not sharing content, but rather holding a discussion with students and wish to see them).

Open **Chat** to see comments and questions from remote students. Questions **spoken verbally** will be heard through the speaker attached to the Vaddio camera.

Sharing Content through Zoom

Select the green **Share Screen** button from the Zoom tool bar. Select **Screen** - this shares your full screen, rather than just one application. If you intend to switch between content (ex: PowerPoint, webpage, document), this is recommended. Click **Share.** You are now sharing content to remote students by sharing your screen and to in-class students using the projector.

If you wish to play a video (ex: Youtube) – click the **Share Sound** box in the bottom left corner when you click **Share Screen.**

Blackboard Collaborate as your Video-conferencing Platform

Launching Blackboard Collaborate

From your Blackboard course, click to join the Collaborate session that you wish to start.

Connect to the conferencing camera and microphone.
- Audio: Defalt-Echo Cancelling Speakerphone (ConferenceShotAV) (25c1:0013)
- Video: ConferenceSHOTAV (25c1:0013)

Using the Vaddio Camera through Blackboard Collaborate

Remote students who join the session will see what the Vaddio camera is pointed at. Position the camera to show yourself close up, the classroom panned out, or a portion of the whiteboard you wish to write on.

- To reposition the camera, use the left, right, up, or down arrows on the Vaddio remote

- To zoom in, use the T button; to zoom out, use the W button.

- To show yourself or your whiteboard close-up so that your remote students can see you on Collaborate, click **Share Content, Share Camera**. This will ensure that what you are displaying on the Vaddio camera is as large as possible to your remote students.

- To write on the white board, it is recommended that you first zoom in on the portion of the whiteboard you wish to use. Then, put small marker lines around the area that is captured by the Vaddio camera. This provides you with parameters that are within sight of your remote students.

To project the images of remote students on the projector screen, maximize your Collaborate session on the computer. (This is helpful if you are not sharing content, but rather holding a discussion with students and wish to see them).

Open **Chat** to see comments and questions from remote students. Questions **spoken verbally** will be heard through the speaker attached to the Vaddio camera.

Sharing Content through Blackboard Collaborate

Select **Share Content** and **Share Application/Screen** from the purple menu area. Select **Your Entire Screen** - this option shares your full screen, rather than just one application, allowing you to switch between content throughout your class (rather than share, unshare, share, etc). Click **Share** (your computer may show the view of "tunnel vision" at first; move to another tab or content area.) You are now sharing content to your remote students by sharing your screen and to your in-class students using the projector.

Alternatively, share a PowerPoint/File by selecting **Share Content** and **Share Files.**

If you wish to play a video (ex: Youtube) – be sure to click the **Share Audio** box in the bottom left corner when you click **Share Application/Screen.**