Remote Captioners for Accessibility

To accommodate all students, specifically those with hearing loss, some instructors may be requested to use Zoom web conferencing during their in-person classroom sessions. This will allow a remote CART captioner to join in the session and provide live captioning and communication to the student. The captions will be sent directly to the student's device so they can follow along in real time.

For questions regarding remote CART captioning, contact OSSD (Office of Services for Students with Disabilities) 610-436-2564 or email ossd@wcupa.edu, or fast@wcupa.edu.

The new classroom web conferencing system is designed to add room audio and video to a Zoom session for connecting to remote learners and includes:

- a ceiling or wall mounted camera that can pan, tilt & zoom *(camera does not track instructor movement)*
- a ceiling or table mounted microphone that has a mute/unmute indicator.

GETTING STARTED

1. **Turn on your laptop (Windows or MAC) and connect the USB cable** at the instructor's station.
   a. This will connect the room camera and microphone to your laptop for the Zoom session
2. **Connect your laptop to the room presentation system with the HDMI cable** at the instructor's station.
   This will connect your laptop to the classroom presentation system and speakers in the room.
   a. Turn on the presentation system in the classroom and select **HDMI** as the source for presentation
   b. The projection screen or flat panel should display your laptop screen
3. **On your laptop, launch your Zoom session**
   a. In Zoom, select **connect with computer audio**
   b. TIP: Mute both video and audio while making final adjustments

SETTING THE CAMERA

4. **In Zoom, click on the up arrow next to the video/camera icon**
   a. Select camera labelled **CV610-UB USB 2.0 Camera**
   b. Select video settings which will provide a preview and allow you to adjust camera positioning.
   c. Use the remote attached to the instructor's station to **adjust camera focus if necessary.**
   d. The numbers 1, 2, and 3 on the keypad of the remote are programmed with video presets. Depending on classroom, the presets are usually *1) on podium, 2) at Whiteboard and 3) Zoomed Out*
   e. Check your camera positioning with pan, tilt, zoom or focus.
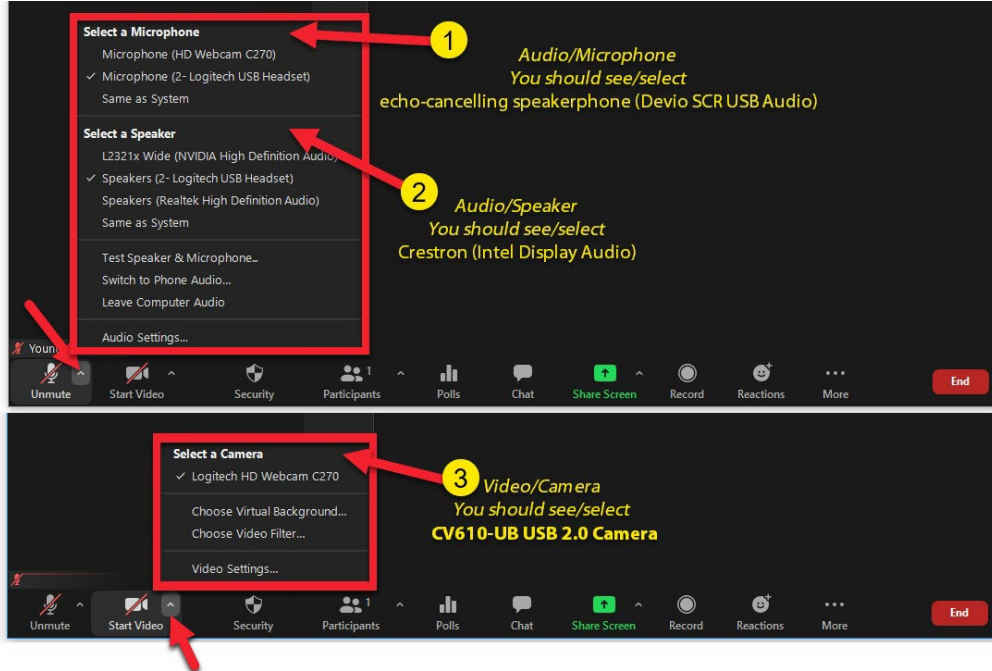   f. Use the zoom and arrow keys to move camera focus if presets are not working as expected

SETTING THE MICROPHONE/AUDIO

5. **In Zoom, Click on the up arrow next to the microphone icon**
   a. Select the **microphone** labelled **echo-cancelling speakerphone (Devio SCR USB Audio)**.
   b. Select the **speaker** labelled **Crestron (Intel Display Audio)** to connect to the room presentation system.

Portable Voice Amplifiers, small microphone and speaker devices that assist in amplifying an instructor's voice while wearing a mask are available for loan from the IS&T Help Desk. A limited supply of these devices is available, and requests can be made through the IT Help Desk via ServiceNow.

WATCH THE HYFLEX VIDEO TO LEARN MORE

TIPS

- Test the technology ahead of time and practice using the new room system.
- If camera connection is lost when you stop sharing content, unplug & re-plug the USB cable.
- Adjust the room lighting so remote learners can see you clearly and what you are presenting.
- This system works well using WIFI but it is preferred to connect a to a wired internet connection.
- Do not remove the camera remote from the classroom or clear the presets on the remote.
- We do not recommend the use of this system while connecting to RamCast due to latency and remote audio issues.
- We recommend hiding non-video participants for better viewing.
- Check with audience throughout session to confirm they can "see and hear" you.
- The camera will not follow you automatically - use the presets or manually adjust the view if you move out to a position outside the field of view.

IR REMOTE CONTROLER

Focus: +/-
Manual focus, only valid under manual focus mode;
Zoom: +/-
Control the lens zoom rate;
Navigate : Up/Down/Left/Right
In normal working mode, use navigate key to control pan/tilt;

Number buttons
Set Preset: Long press(3seconds) the number button to save preset;
Clear Preset: +number button to clear the relative preset;
Long press(3seconds) the Clear button to clear all preset;
Short press 3 times to reset the lens focus;
Run Preset: Short press the number button to run the relative preset.