

Guide to streaming equipment in auditoriums

KU SCIENCE



Step 1 – Plug in the cables



- Plug the HDMI or VGA cable into your laptop to connect to the projector (if needed). Turn on the projector on the panel for the room.
- **For Zoom:** Plug in the USB cable into your laptop and open your Zoom Meeting.

Step 2 - Get audio



- Put on the headset.
- **Turn on** the microphone transmitter and make sure it is not muted.
- Control the speakers on the panel for the room.
- **For Zoom:** Chose the correct microphone and audio output in your Zoom Meeting.

Step 3 – Control stream on the control panel



- Adjust the camera angle and the view of your presentation.
- View the current stream on the monitor screen.
- During the lecture, you can mute or pause the stream.
- **For Kaltura (and recording):** Click the “Broadcast button”. Please note, there is a delay of 5 min after pressing stop before the start button is active again.

Step 4 – Get the recording



- **For Kaltura (and recording):** At the end of the lecture, remember to press the “Stop button” to end the stream and recording. Please note, there is a delay of 5 min after pressing start before the stop button is active.
- When you press stop the recording is uploaded to our media server. The recording will afterwards be assigned to the course responsible for that class.

Step 5 - Cleaning



- Before you leave the room, **turn off** the projector and microphone.
- **Wipe down** the microphone and other used equipment with sanitizer.

Help



Scan the QR code on **the left** for a video guide on how to operate the equipment with Kaltura and the one on **the right** for Zoom.

For critical technical issues, please call **Helpdesk: +45 35 33 13 33**.



What is the differences between using Zoom or Kaltura?



Zoom: Two-way communication, local recording optional, laptop needed, no delay, unique meeting ID, no cool down. Note: PowerPoint can be shared via “Share Screen” in Zoom



Kaltura: One-way communication, automatic recording, laptop only needed for presentations, 50 sec delay, stream available from Absalon, 5 min cool down between streams. Note: PowerPoint need to be shared via control panel.