Classroom Recording Equipment Guidelines:

1. Ensure the laptop is powered on and connected to a power source.
2. Connect the laptop to the system using the appropriate cable from the podium (USB-C or USB) corresponding to your computer.



3. Use the HDMI cable from the podium to link your computer.



4. Connect to the classroom's BGU-WIFI network using your university credentials.

5. Access the relevant course on Moodle and click 'Enter Online Classes':



6. Select the relevant class meeting and click 'start' to open the Zoom meeting:
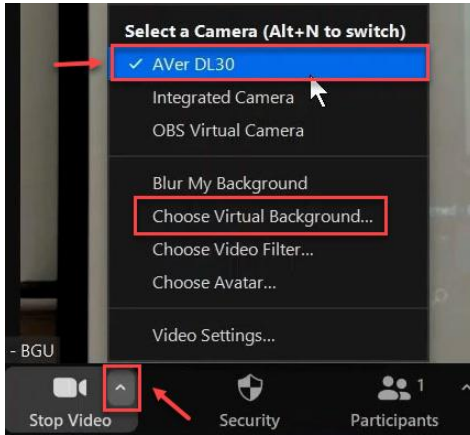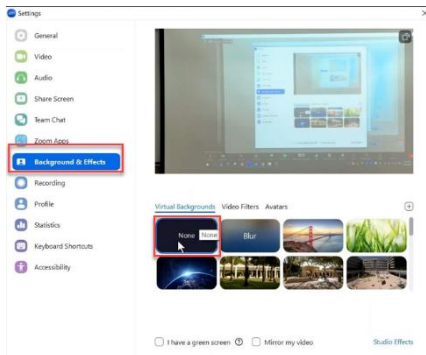


7. When in the Zoom application:

   - Click the microphone icon and choose Microphone (Aver DL30) and Crestron (Intel(R) Display Audio):

- Click the camera icon and select Aver DL30:



- Remove any virtual background by choosing 'None' under Backgrounds & Effects in Video Settings:



(On a MAC computer, click 'Allow' for accessory connection.)

8. To conclude the lesson, click 'End' and then 'End meeting for All.'