

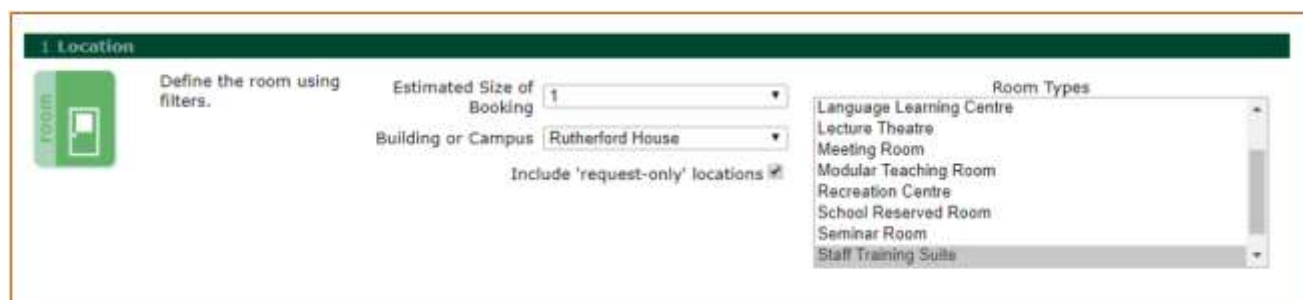
RHMZ-20: A quick guide

The document aims to provide a quick 'how to use' guide for RHMZ-20

Part 1: How to book RHMZ-20

The room can be booked using the University's room booking form:

Use the following filters to search for the room:



1 Location

Define the room using filters.

Estimated Size of Booking: 1

Building or Campus: Rutherford House

Include 'request-only' locations:

Room Types:

- Language Learning Centre
- Lecture Theatre
- Meeting Room
- Modular Teaching Room
- Recreation Centre
- School Reserved Room
- Seminar Room
- Staff Training Suite

If the room is available at your chosen date and time, you will be directed to the following:



4 Select from the following options available on 21/11/2018

Time	Room	Room Capacity	Room Details
9:50-10:00	RHMZ20 Staff training room	14	

Show More Options

< Back

Next >

Part 2: Entering and exiting RHMZ-20

Entering the RH MZ 20



To the left of the door you will see a swipe card sensor.

As RHMZ20 is on 24/7 secure access, staff will need to have their staff identity card to access the room.

Switching the Lights 'ON/OFF'



Upon entering the room to your left below the grey fabric sound proofing you will find controls for the room.

'ON/OFF' button shown in the control panel above controls the lights.

Exiting the Room



Next to the room control panel you will find the door release button.

Press the button to 'Unlock' the door and exit the room.

Please switch OFF the room lights when exiting the room.

Part 3: Getting the TV going

Turning the TV 'ON'



To the left of the TV you will Find the 'Display' Control Panel.

Under Display click '**ON**' and Select '**PC**'



If the TV is 'OFF', then use TV Remote on the Table.

Click '**Power**' Symbol button and wait for the TV to Turn 'ON.'

Part 4: Starting your recording

- a. If you need to access any content on your USB stick (such as PowerPoint), plug your USB stick into the USB socket located in the table power box.



b. Double Click on ‘Panopto Icon’ on the Desktop



Next, click on ‘**Victoria Login**’ and use your Staff login credentials to login.

c. Once Panopto Desktop Recorder is opened, use the ‘Logitech’ controls shown below to;

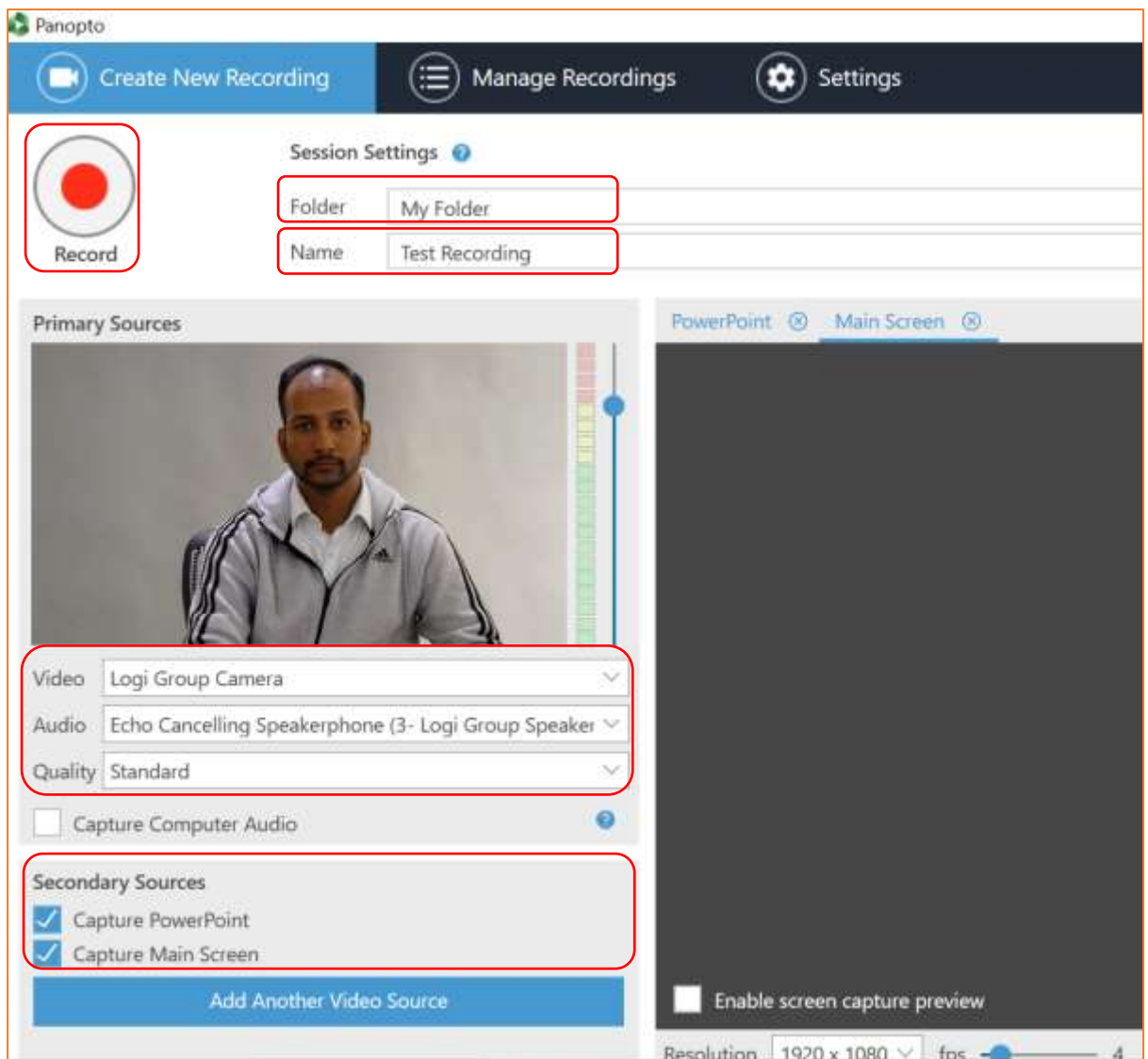
- Zoom into your video as using the ‘+’, ‘-’, and
- Align yourself in the video frame using* the e.g. ‘<’ keys.



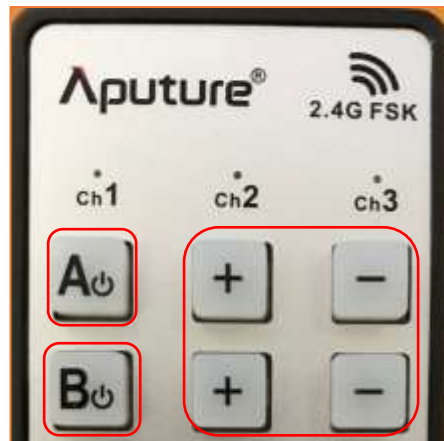
e.g. of aligning yourself in the video frame as shown below.

d. Recording settings overview;

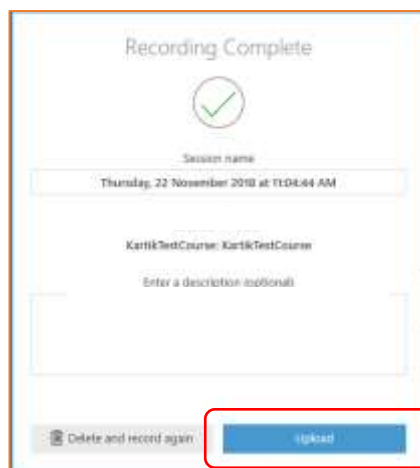
- Folder: My Folder (This folder is your personal folder in the Panopto system)
- Name: enter a name for your recording (otherwise it gets given the time and date as a name)
- Primary Sources: Keep at Default as shown below (to capture video)
- Secondary Sources: If you are doing a ‘kickstart video’ - untick Capture PowerPoint and Capture Main Screen.



- e. If you want to improve the lighting turn on the 'Spot Lights' using the Remote as shown below;
- Click on 'A' to Turn on the Spot Lights in front of you
 - Click on 'B' to Turn on the Spot Light above your seating
 - Use '+' and '-' to increase and decrease brightness



- f. To *begin recording* click the **Record button** shown above or click **F8** on the keyboard
- g. To *stop recording* once done click **F10** on the keyboard
- h. Click **Upload** on the pop-up window to upload your recording



My question isn't answered here...

If you have a question that wasn't answered here, contact ITS Service Desk at: e-mail its-servicedesk@vuw.ac.nz or Phone **463 5050**. Or contact your Faculty Learning Technologist.

Find you who to talk to: <http://learning.vicinnovate.ac.nz/advice.html>