1. Connect your laptop to USB Jack found on the instructor station’s equipment rack.
You will need to supply a USB cable with both an “A” connector and “B” connector to use the audio and video system of classrooms with the USB Jack configuration.

2. Set your software to use established USB connection as audio and video source.
When the USB cable is connected, any audio and video produced by the classroom's audio and video system, including microphone audio and any installed cameras, will be available for recording or conferencing on your laptop. Check that the software you are using is set to use the USB connection as the audio and video source and not your laptop's built-in microphone or webcam. These settings are usually made through the software's settings or preferences, and the option for the classroom's audio and video will be labeled "AV Bridge." Select that option and save the new settings.

3. Select appropriate camera for video recording.
In classrooms that are equipped with the USB cable connection in the instructor station area, there will be two cameras available for use: a fixed camera installed at the rear of the classroom and a Document Camera.
On the main A/V system control panel (pictured above), press the "USB Camera Controls" button to select the camera you wish to use and adjust the zoom/focus settings of the rear camera. To make changes to the Document Camera settings, press the "Document Camera Controls" button.

Questions about using class capture equipment and audio systems in general purpose classrooms, please contact the Classroom Support Hotline at 612-625-1086 or classrm@umn.edu.

If you have questions about using specific software to record or distribute your course audio and video, please contact the Office of Information Technology or refer to their online resources at it.umn.edu.