




Quick Guide “Live Streaming with Zoom”


- Take the wireless microphone that is in the lecture hall and test it via the speaker system
- Please inform all Zoom participants that they should mute or turn off their microphones in Zoom
- Ask all Zoom participants whether they can hear you clearly over the wireless microphone
- To begin your presentation, select your computer on the touch panel

A) Lecture-Hall Computer (Mac)

1. Set up the Mac: System preferences -> Sound -> Input: Select “Scarlett Solo USB”
If this option is not available, continue to step 2; if it is available, continue to step 3
2. Press the button “Zoom/Teams Audio” next to the computer **once**: 
The logo “Scarlett” on the screen is not important and can be ignored (logo appears after approx. 5 seconds); return to step 1
3. Start meeting
4. Zoom settings: “Microphone icon” arrow ^ -> Audio Settings:
 - Speaker: Select “Same as System”
 - Microphone: Select “Scarlett Solo USB”
 - Control the input level by speaking into the wireless microphone
5. Hold meeting
6. Close Zoom: End meeting; sign out of your account (icon at top right); close Firefox



B) Smart Device (Windows):

1. Connect the USB cable “ZOOM/TEAMS AUDIO” to the device
The USB cable is either on the media/instructor lectern or it is connected to the smart device (notebook)
2. Set up Windows: In Windows Settings, enter and open “Sound settings” or “Sound mixer options”:
Output: Select “Integrated sound” or, for example, “UZH ...”
Input: “Scarlett Solo USB” must be selected (appears approx. 5 seconds after plugging in USB cable)
If this option is not available, continue to step 3; if it is available, continue to step 4
3. Press the button “Zoom/Teams Audio” next to the computer **once**: 
The window “Focusrite Solo Scarlett” is not important and can be ignored. Return to step 2
4. Start meeting
5. Zoom settings: “Microphone icon” arrow ^ -> Audio Settings:
 - Speakers: Select “Same as System”
 - Microphone: Select “Scarlett Solo USB”
 - Control the input level by speaking into the wireless microphone
6. Hold meeting
7. Close Zoom: End meeting; sign out of your account (icon at top right); close Firefox

C) Own Computer (Mac):

Connect HDMI/VGA cable to your computer, then follow the instructions under A) Lecture-Hall Computer (Mac)

D) Own Computer (Windows):

Connect HDMI/VGA cable to your computer, then follow the instructions under B) Smart Device (Windows)

E) Connect Visualizer

1. Connect the USB cable “ZOOM/TEAMS Visualizer” to the computer
The USB cable is either on the media/instructor lectern or it is connected to the lecture-hall computer (iMac) or smart device (notebook)
2. Zoom settings: Click arrow ^ at “Start Video”:
 - Select camera: Select “Visualizer” (the visualizer display replaces the built-in camera)
 - To return to built-in camera: Select previous display (e.g. FaceTime HD Camera)

SUPPORT:

1. Contact your faculty or department/institute for first-level support in case of problems with Zoom
2. Call Event Service (Veranstaltungsdienst) in case of problems with the AV system