Camera Locations

The AW-EU4 Wide Lens camera is the white camera atop a tripod located in the following areas:

Mainstage Theatre	In the SL Wing, between the exit and the Main Curtain
Studio Theatre	Along the Eastern wall, under the stairs by the 1st floor sound mixing station.
EJM Theatre	Extreme DSR adjacent to the computer control station
1220	In the corner of the room next to the computer control station
1298	Near the main exit of the room, adjacent to the computer control station
1299	Near the main exit of the room, adjacent to the computer control station
2240	Right of the white board, adjacent to the computer control station

You will find the camera attached to a black lanyard via a small brass lock. A green Ethernet cable taped to an extension cord is coiled at the base of the tripod. This is the state that the camera must return to after use.

<div align="center">

Please DO NOT leave the camera unlocked after use.

</div>

What follows are steps for activating and recording with the camera. The first set of steps requires the use of Canvas and WebEx, which is the University preference at the time of this writing. That said, there is talk of switching to Zoom, so those instructions follow.

NOTE: If you are in the design studio, you will be using a Solo 8 Hovercam. Instructions for its use can be found here:

https://cdn1.lib.jmu.edu/wp-content/uploads/PC_HoverCam-Solo-8-USB-document-camera-2018_Flex-11.pdf

Activating the Camera with WebEx via CANVAS

The AW-EU4 has been set up as the primary camera for the computer control station, so using the camera is simply a matter of using the software. If you are planning to either record the class, or run a virtual component to your class such as a WebEx call please use the following guidelines:

A. Log In to your Canvas site, and Sign in to your Class.
B. On the left of the screen is a Command List, starting with "Home," then "Announcements," and so on. Towards the bottom of that list, click on the command called "WebEx."
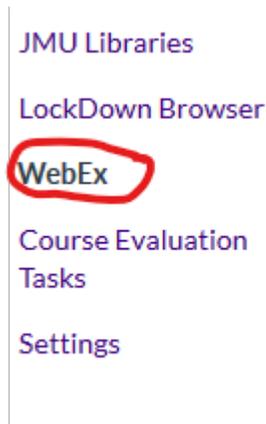
C. You will see three categories, "WebEx Events," "WebEx Meetings," and "WebEx Trainings."
   a. Under the heading "WebEx Meetings, click the "Reassociate my account" button.
      i. NOTE: You may need to wait for a moment, for the "Reassociate my account," button to load.
D. Under the green check mark, and above the "Reassociate my account" button, you will see a small blue statement that says "Log into WebEx Meeting Site" Click on that statement:
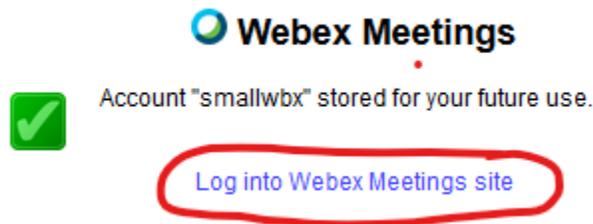

E. Click on the green "Start a Meeting" button. (You may need to click again in a new window).

F. You should see a preview of what the video feed will look like. Unlock the brass padlock, and re-secure the lock to the black lanyard. Position the tripod where you like, referring to the preview screen to finalize the shot.

G. Now that the camera is in position, press the "…" button for more options.
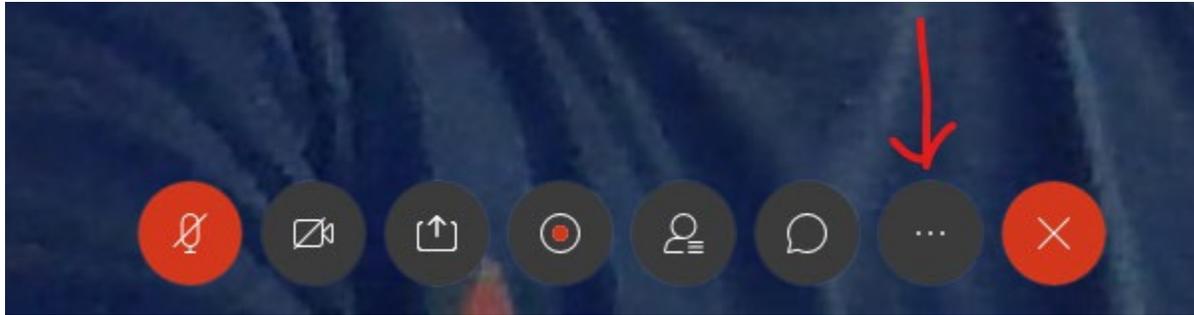
a. Under "Audio," click on "speaker, microphone, and camera"
b. Confirm that the microphone is the AW-EU4.
c. Close out of the window by pressing the small "x" on the top right of the window

H. At this point, the Camera is up and running, the meeting is active, and you are ready for a virtual meeting. If you wish to record, press the Circle button with a red dot in the middle:
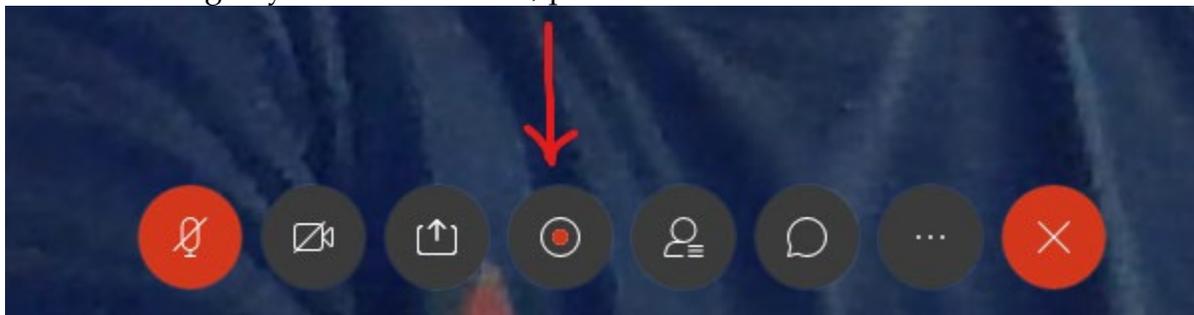
NOTE: It is important to record **to the cloud**. If you are accustomed to recording to computer, note that this act would record to the computer control station, and so is less useful.

I. Once recording is complete, press "Stop."
   a. Depending on how long your recording was, the rendering of the video may take as long as 24 hours. You will receive an email to your Canvas linked email account notifying you when rendering is complete.
      i. To access your videos, go back into Canvas:
         1. Under the "WebEx" button you used before, you will see file tabs at the top labelled "Appointment Booking," "Event Recordings," and "Event Attendance." Click on "Event Recordings for a list of your rendered videos.
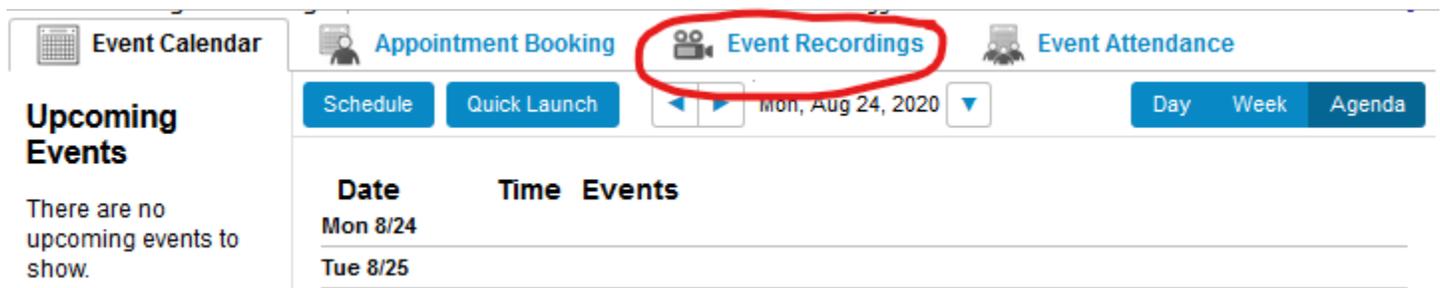
Activating the Camera with Zoom

Given that the university is shifting to Zoom at some point, it is important to understand how to record with Zoom.

A. On the bottom left corner of the screen, you will see a windows ⊞ logo, like this:
B. Click on the logo and scroll all the way down to the "Zoom" folder and click on it.
   a. This will reveal the Zoom app: click on that to open Zoom
C. Log into Zoom using your login name and password.
   a. Please note, this should be your personal account, not the STAD account. If you have a free version, be mindful of the meeting time limits.
D. Assuming you have not set up a prior meeting (in which case you likely don't need this tutorial....), click on "New Meeting."
E. You should see a preview of what the camera will see.
   a. If you do not see the preview, check if the video is stopped.

Start Video
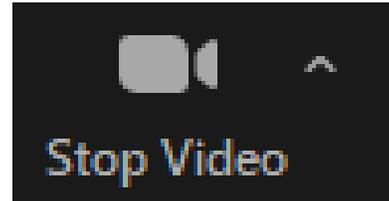
Stop Video

This Means your Video is Stopped. Press on it!   This means your Video is Active.

   b. If your video is Active, and you have no image, press the small ^ next to the "Stop Video" button.
      a. Select the AW-EU4 Camera.
   c. If it still is not working, close out the app and Repeat steps "ZOOM" A through D.
   d. If video is still not functional, call Classroom Technology Services at 540.568.6799.

F. Assuming the video is functional, you can record by hitting the record button:

You can stop recording by hitting the button again or by leaving the meeting.

When you have finished recording, please return the camera to its original position, lock the camera to the lanyard, and coil the Ethernet/extension cord back up.

Thank you for adhering to these procedures. Have a great semester!