

What recording technology is available?

- You can record into the system with Canvas, using the integrated Zoom feature.
- This requires you to log into Canvas and schedule your cloud recording with Zoom.

What types of recording system is available in these Central Pool Classrooms?

- These rooms have Poly Carts, which are managed by CETS.



Where are the Poly Carts located?

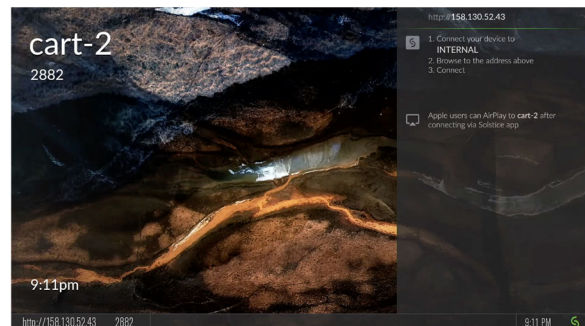
- LRSM 112B
- MOORE 212
- TOWNE 305
- TOWNE 307
- TOWNE 309
- TOWNE 313
- TOWNE 319

These carts consist of:

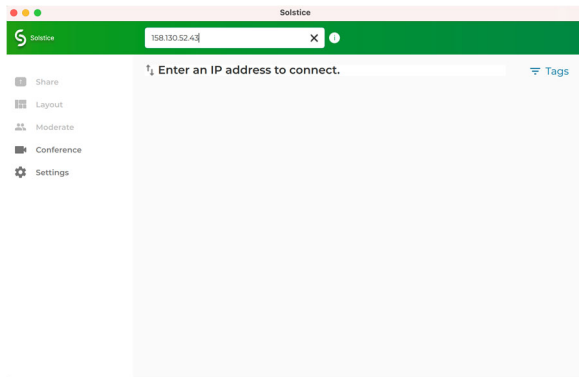
- 55" or 65" monitor
- Poly Studio camera/microphone/speaker
- Mersive Solstice Pod

Portable Conferencing Cart

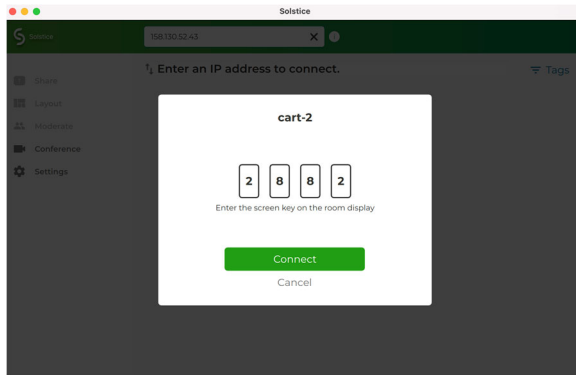
- To connect to the Mersive Solstice Pod, download and install the Solstice software by visiting this location.
- <https://www.mersive.com/download/>
- In order to use the conferencing feature, your computer must run **Windows 10, MacOS 10.15(Catalina), or 11.0.1(Big Sur)**.
- Once you have downloaded and installed the software, you are ready to connect.



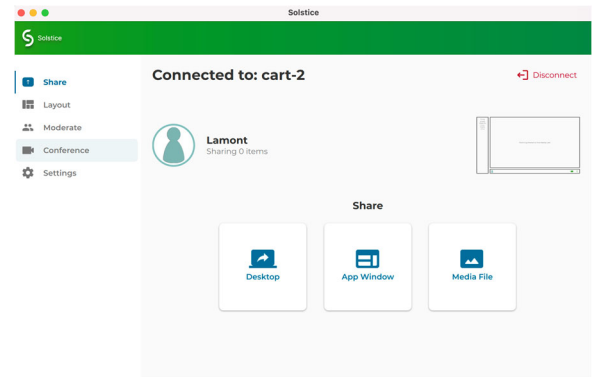
1. The Portable Conferencing Cart will have the IP address and key code displayed when not in use.
2. You will need this information to connect to the cart.



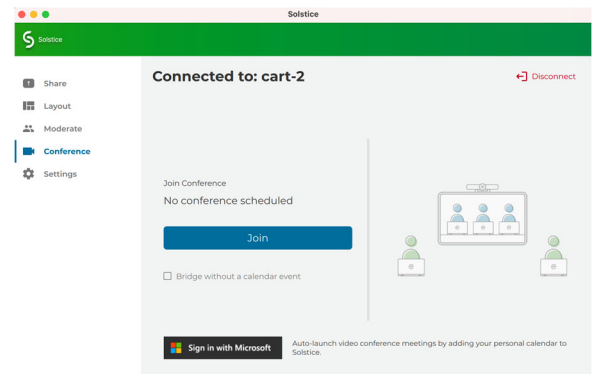
1. Once you have the Solstice application open, type in the IP address.
2. The next step is to type in the PIN code.



3. Click the Conference tab on the side.



4. Then click Join.



[How to activate the Zoom feature in Canvas](#)

1. Open a web browser and visit <https://canvas.upenn.edu>
2. Select **Dashboard** from the left navigation and select the desired course.
3. Click **Settings** in the left course menu and click the **Navigation** tab.
4. If necessary, drag **Zoom** from the disabled list at the bottom to the desired position in the course

navigation list at the top,
then click **Save**

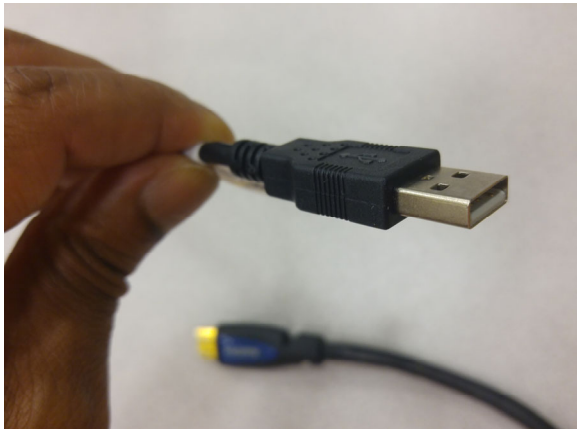
[Scheduling Zoom Recordings to Panopto](#)

1. In your Canvas Course, select the **Zoom** Tab.
2. Click **Schedule a New Meeting**.
3. Adjust the settings for your meeting.
4. Under **Meeting Options**, select Record the meeting automatically to the Cloud

5. Click **Save** to complete the scheduling.

[How to get my course materials captured into the Panopto System in the SEAS Central Pool?](#)

- If you have PowerPoint Slides, the Zoom Screen Sharing option will capture that material.
- In the SEAS Classrooms, lapel mics are located on the podium.
- If you use the blackboards, there are cameras in the back of the room framed and focused to capture information written on the blackboards.



- For the **Zoom integrated Canvas** option.
- The camera and microphone are fed to the Podium PC and can be fed to a laptop using the USB cable located on the podium.

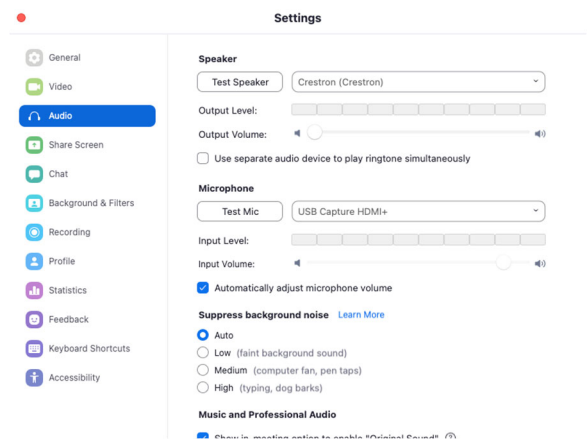


- A USB adapter will be attached to the USB cable.
- This adapter is needed for laptops that only have USB-C ports.

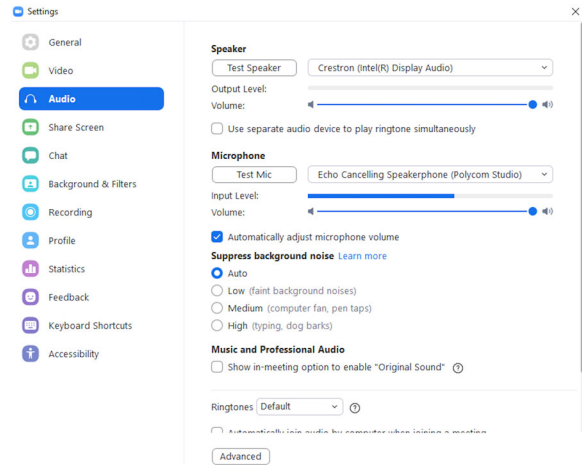
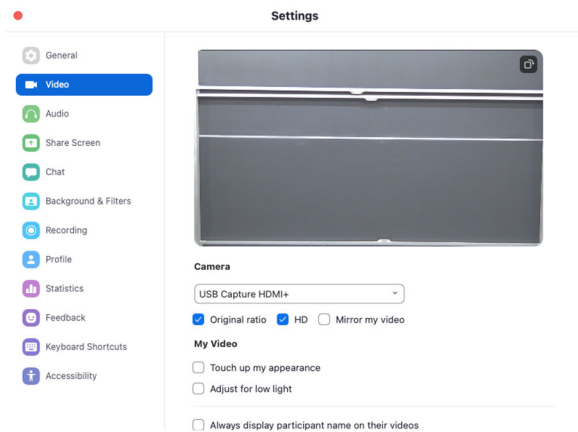


[Audio and Video Setting for Zoom](#)

When using your laptop, choose **Crestron** for the speaker option, and **USB Capture HDMI+** for the microphone option.



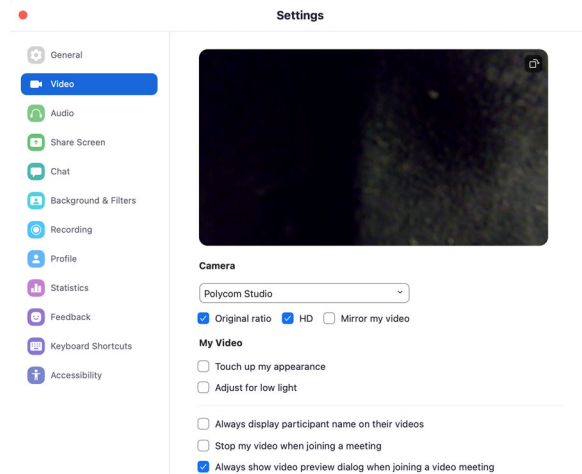
With your laptop, choose **USB Capture HDMI+** for the camera option.



Zoom Audio and Video for Poly Cart

When using your laptop, choose **Crestron** for the speaker option, and **Echo Cancelling Speakerphone (Polycom Studio)** for the microphone option.

With your laptop, choose **Polycom Studio** for the camera option.



This classroom is operated by Central Pool and supported by CETS staff. For assistance or questions with the classroom technology please call CETS (215)-898-4707 or email cets@seas.upenn.edu. For additional information visit <https://cets.seas.upenn.edu/answers/>