How do I use a document camera while sharing my screen and recording with Zoom?

Tell Me

In order to use the document camera while recording a Zoom session in the classroom, you must follow these steps carefully to ensure the recording will include the document camera capture

**NOTE!**

You cannot use your personal laptop with either document camera and record to Zoom. Document Camera screen capture only works if you are using the podium computer with either document camera to record to Zoom. Document Camera screen capture only works if you are using the podium computer with the doc cam.

1. Log into the podium with your NinerNet credentials
2. **Open the desktop application** for your document camera (UF80 USB Viewer or QUOMO Viewer depending on the document camera brand)
   a. UF80 USB Viewer

![Image showing the desktop application and Zoom window](image_url)
b. Quomo Viewer

3. The document camera will display on the monitor. Place objects or paper and pen that you plan to use on the document camera so it displays on the monitor.

a. UF80 USB Viewer

b. Quomo Viewer
c. If the Visualizer software detects more than one camera, select the correct camera source. This happens when, for example, the system has a webcam like in our dual-monitor rooms with the webcam-embedded monitors
   i. Click the icon in the upper left of the screen to display the menu and select **Device**

   ![Device Selection](image)

   ii. Select the camera you want to use

   ![Camera Selection](image)

4. Launch **Zoom**
5. Begin the Zoom recording and select **save to the cloud**
6. **Share your screen** from Zoom
7. Teach your class using the NinerNet computer and document camera as needed
8. **Stop sharing** your screen in Zoom
9. Stop the recording and end your Zoom session
10. The recording will begin processing in your Zoom account and you will get an email when the recording is ready to share
11. The recording will also be available in your Canvas My Media account

**Related FAQs**

- How do I request a Zoom Marketplace app?
- How do I get access to UNC Charlotte Zoom backgrounds?
- How can I call into a Zoom meeting?
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- How do I use a document camera while sharing my screen and recording with Zoom?