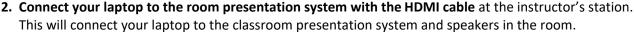


The new classroom web conferencing system is designed to add room audio and video to a Zoom session for connecting to remote learners and includes:

- a ceiling or wall mounted camera that can pan, tilt & zoom (does not track instructor movement around the room)
- a ceiling or table mounted microphone that has a mute/unmute indicator.

GETTING STARTED

- 1. Turn on your laptop (Windows or MAC) and connect the USB cable at the instructor's station.
 - a. This will connect the room camera and microphone to your laptop for the Zoom session



- a. Turn on the presentation system in the classroom and select **HDMI** as the source for presentation
- b. The projection screen or flat panel should display your laptop screen
- 3. On your laptop, launch your Zoom session
 - a. In Zoom, select connect with computer audio
 - b. TIP: Mute both video and audio while making final adjustments

SETTING THE CAMERA

- 4. In Zoom, click on the up arrow next to the video/camera icon
 - a. Select camera labelled CV610-UB USB 2.0 Camera
 - b. Select video settings which will provide a preview and allow you to adjust camera positioning.
 - c. Use the remote attached to the instructor's station to adjust camera focus if necessary.
 - d. The numbers 1, 2, and 3 on the keypad of the remote are programmed with video presets. Depending on classroom, the presets are usually 1) on podium, 2) at Whiteboard and 3) Zoomed Out
 - e. Check your camera positioning with pan, tilt, zoom or focus.
 - f. Use the zoom and arrow keys to move camera focus if presets are not working as expected

SETTING THE MICROPHONE/AUDIO

- 5. In Zoom, Click on the up arrow next to the microphone icon
 - a. Select the microphone labelled echo-cancelling speakerphone (Devio SCR USB Audio).
 - b. Select the speaker labelled Crestron (Intel Display Audio) to connect to the room presentation system.



WATCH THE HYFLEX VIDEO TO LEARN MORE

TIPS

- Test the technology ahead of time and practice using the new room system.
- If camera connection is lost when you stop sharing content, unplug & re-plug the USB cable.
- Adjust the room lighting so remote learners can see you clearly and what you are presenting.
- This system works well using WIFI but it is preferred to connect a to a wired internet connection.
- Do not remove the camera remote from the classroom or clear the presets on the remote.
- We do not recommend the use of this system while connecting to Ramcast due to latency and remote audio issues.
- We recommend hiding non-video participants for better viewing.
- Check with audience throughout session to confirm they can "see and hear" you.
- The camera will not follow you automatically use the presets or manually adjust the view if you move out to a position outside the field of view.







Camera remote control reference guide

IR REMOTE CONTROLLER -





The camera is set to operate as CAM 1 These buttons are not used unless the remote does not respond.

Focus: +/-

Manual focus, only valid under manual focus mode;

Zoom: +/-

Control the lens zoom rate; Navigate : Up/Down/Left/Right

In normal working mode, use navigate key to control pan/tilt;



Number buttons

Set Preset: Long press(3seconds) the number button to save preset;

Clear Preset: +number button to clear the relative preset;

Long press(3seconds) the Clear button to clear all preset;

Short press 3 times to reset the lens focus;

Run Preset: Short press the number button to run the relative preset.