

Remote Capable Classroom Service - Quick Guide

A. Connection Setup Instructions for PCs that have on-board network and video ports:

1. Plug the USB cable from the AV Control Panel into the USB port on the computer.
 2. Plug the HDMI cable from the AV Control Panel into the HDMI port on the computer
 3. Plug the ethernet cable into the ethernet port on the computer
- Note: If you don't have an integrated network or HDMI video port, or if you're a Mac User, please see the instructions to the right.

B. Connection Setup Instructions using the Adapter "puck":

1. Plug the puck adapter into the USB-C port on your computer using the USB-C cable extending from the adapter.
2. Plug the USB cable from the AV Control Panel into the USB port on the adapter.
3. Plug the HDMI cable from the AV Control Panel into the HDMI port on the adapter.
4. Plug the ethernet cable into the ethernet port on the adapter

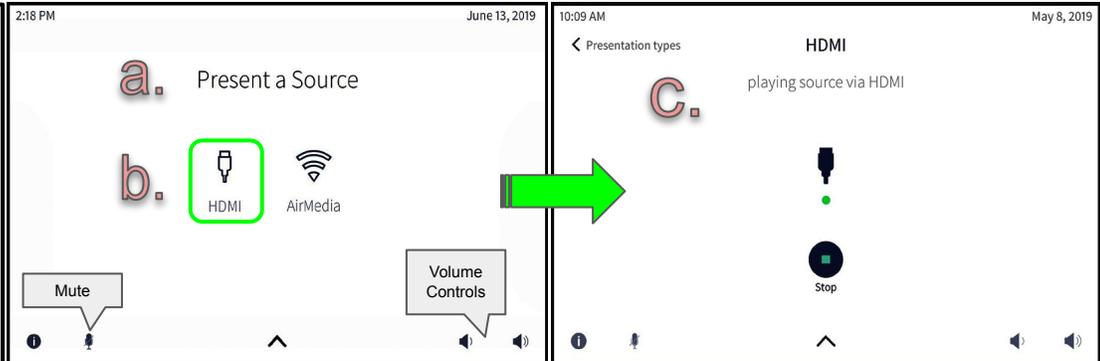
NOTES: For the highest quality presentation/lecture experience achievable, the "Bring your own Device (BYOD) being used by the instructor/presenter should be physically connected to the network via ethernet cable.



C. AV Control Panel Instructions

From the AV Control Panel located on the cart or table in the front of the room:

- a. The screen will prompt you to "Present a Source"
- b. Click on "HDMI".
- c. You are now connected to the system. The message "playing source via HDMI" is displayed.

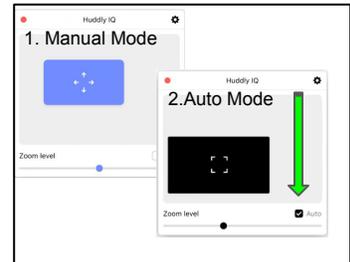


D1. Launch the Huddly App - Camera Control Application

1. Launch *Huddly IQ* (this is the app that operates the camera)
 - a. If you do not have Huddly IQ installed, you can download and install it from www.huddly.com/app/

D2. Camera Operation

1. Manually adjust the camera field of view using click and drag **or** the arrow keys on your keyboard.
2. When "Auto" is checked, the camera detects people in a wide-angle field of view and automatically frames them (there is a 5-7 second delay in camera movement).

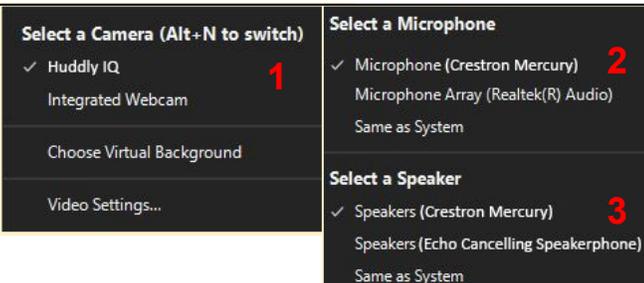


E1. Changing the Video Input Device

From within Zoom:

1. Select the Video Input - Camera

- a. Click on the on the carat (^) to the right of the "Start Video" microphone icon and select "*Huddly IQ*" from the menu.



E2. Changing the Audio Input and Output Devices

From within Zoom:

2. Select the Audio Input - Microphone

- a. Click on the on the carat (^) to the right of the "Mute" microphone icon and select "*Crestron Mercury*" under "select a microphone" from the menu.

3. Select the Audio Output - Speaker

- b. From the same context menu, select "*Echo Cancelling Speakerphone*" if you are using Windows and select "*Crestron Mercury*" if you are using a Mac.

