**QuickStart**

**Connect Your Laptop**

1. **Connect Your Laptop to the HDMI cable**
2. **Connect Your Laptop to the Purple USB Cable**
3. **Connect Your Laptop to the White USB Cable**
4. **Connect Your Laptop to the Headphone Cable**

**LAUNCH ZOOM THEN:**

5. **Select Your Camera**
6. **Select Your Microphone and Speaker**

**What do I select in Zoom?**

- **Your Camera** on a Mac & Windows is: “HuddleCamHD”
- **Your Microphone** on a Mac & Windows is: “Zoom U-22”
- **Your Speaker** on a Mac & Windows is: “Headphones”

**Peripherals Are Locked In The AV CART**
Remote controls and microphones are locked in the AV cart (projector sitting on top). A key may be signed out from the ITS Service Desk for the semester.

**Need more assistance?** Contact the ITS Service Desk at 315.228.7111 or email at itshelp@colgate.edu
TENT CLASSROOM
Other Features

TOP TENT TIP!
Each tent setup contains a lavalier microphone. This is how remote students hear you. A separate condenser mic is positioned in the middle of the tent to pick up students. You must use the lavalier for your remote students to hear you clearly. Heavy rain or wind will impair audio clarity.

Don the lav mic.
Power on the lav mic*.

Extra AA batteries can be found in the locked cabinet!

Remote Student Volume:
Control the volume of your remote students using the laptop volume control.

The camera is controlled with a remote, found in the locked cabinet. The camera can be panned, tilted and zoomed with this remote.

The projector is turned on and off with a remote, found in the locked cabinet. It will say “Epson”. Press “Stand By” to turn the projector off.

Please cover the projector and camera when done for the day.

HDMI adapters and USB adapters (for Macs) can be borrowed or obtained from the ITS Service Desk.

* Different mic packs may have the power button in a different location. It will read “On/Off”.

AUDIO

VIDEO