REMotes, Mics and batteries are found in the projector cart cabinet. The Epson remote turns on the projector. The camera remote moves the camera. You must use the clip on mic for remote students to hear you.

**QuickStart**

Connect your Laptop to the labeled HDMI cable

Connect your Laptop to the labeled USB Cable

Connect your Laptop to the labeled USB Cable

Connect your Laptop to the Projector

Connect your Laptop to the Camera

Connect your Laptop to the Microphones

Connect your Laptop to the Speaker

Connect your Laptop to the Headphone Cable.

Start Video

Select Your Camera

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”

Need more assistance? Contact the ITS Service Desk at 315.228.7111 or email at itshelp@colgate.edu
TOP TENT TIP!
Each tent setup contains a clip on 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 clip on for your remote students to hear you clearly. Heavy rain or wind will impair audio clarity.

Power on the mic.
Hold down this button until the blue light illuminates

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 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 cabinet. It will read “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.