**QuickStart**

**CAMERA AND MICROPHONE ZOOM SELECTIONS FOR LAPTOP AND MAC MINI**

1. Launch Zoom
2. Select Camera: HuddleCamHD
3. Select Microphone: Zoom U-22
4. Select Speaker: Extron HDMI

**CLASSROOM CONTROL:**
Use the touch panel for projector and sound control

**CAMERA CONTROL:**
Use the touch panel or the included wireless remote to control the camera

**FUN (and important) CLASSROOM FACTS**

This space has a built-in computer (Mac mini). Consult the above instructions for Zoom use. A wireless keyboard/mouse is provided.

- To Zoom with your laptop, connect the white USB cable in the drawer. This will connect the room camera and all microphones.
- To project your laptop connect to the USB-C or HDMI cable in the drawer. Mac device users can use the Apple TV.
  - To use the Apple TV, navigate to Screen Mirroring on your awesome device and choose ‘Olin Modular’ or ‘113 Modular’ respectively.
  - The Mute Mic button will mute your mic. If it is red then all room mics are muted. Press again to unmute.

**IMPORTANT!** This space has a novel clip on wireless mic for the instructor. It is vital that the charging cable is inserted after use.

The mic consists of a transmitter, that you wear. Press and hold the button until the mic LEDs light up. Clip it six to eight inches from your mouth. The mic is built in.

The transmitter battery lasts about 8 hours. **Please plug it in after use.**

**THIS SPACE HAS NUMEROUS MICROPHONES - INCLUDING A WEARABLE MIC FOR FACULTY**

This space has numerous microphones - including a wearable mic for faculty.

- **Receiver Transmitter (Mic)**

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