

## Getting set up

It can take at least 15 minutes to get set up.

These items are checked out from Margaret:

- (1) Camera,
- (2) remote control for panning and zooming the camera, and
- (3) a set of keys that fit the cabinet in the Atrium and the work room (by the mail boxes) door.

These items are inside the Atrium cabinet:

- (1) portable mike base
- (2) portable mike itself
- (3) cube audience mike, and
- (4) a pen for right monitor.

These items are coiled on the left side of the cabinet:

- (1) Extension cord and
- (2) cable with female usb jack.

These are connected to cables coming out of the camera. The cables attached to the camera stay attached.

## Miscellaneous notes on the system

The right monitor (the Huion) is always the one projected onto the screen.

The left monitor is touch screen (and mouse) and the right screen has a "pen" that is inside the cabinet.

The simplest and best configuration seems to be to place the camera off to the side where it can view both screen and speaker (if they are using the projector) and the whole of the board if they are giving a chalk talk. You can then record to the cloud in zoom directly or hi-flex with a live stream in zoom.

You can share screen in zoom if you want, but that is a bit more complicated to set up and then remote folks and those viewing a recording don't get to see much of the speaker in action.

This should be the default, but if you need to know, In zoom audio and video input set to catchbox and PTZ-Pro 2, respectively

Tech support is not in Margaret's job description.

If you are using a clickers, you need to click on the pdf window and make it active so the clicker finds it.

This point is rather special, but output sound from the speaker only works when the project and the screen is down is on. So if you are doing hi-flex with a chalk talk and someone remote asks a question, you won't hear it in the room.

## **After the session**

- (1) Put everything you took out of the cabinet back in putting things back on their chargers and lock it.
- (2) Coil the cable and extension cord and hang it back on the cabinet.
- (3) Put the lens cap back on and
- (4) Put the cables attached to the camera in the basket below it.
- (5) Wheel the camera into the work room,
- (6) Leave the keys and the remote in the mail basket and
- (7) Pull the door closed making sure it is locked.
- (8) If you have rearranged the Atrium in any way, put it back the way you found it.
- (9) Turn the Atrium lights off and close and lock the doors.