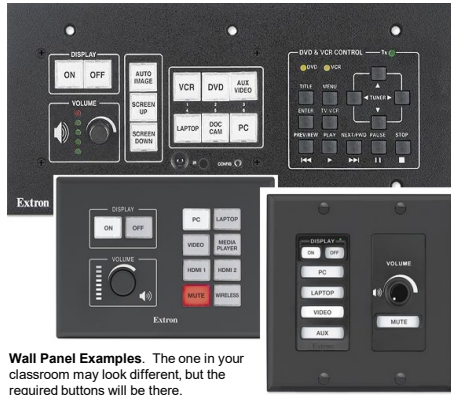


Remote-Capable Classroom (RCC) Service - Quick Guide for Cart-Mounted Units

A. Welcome

Upon entering the classroom:

- Look for an AV wall panel on either the front or the back wall of the room. It will look something like one of the images to the right.
- Press the button labeled “ON” under “Display.”
- Press the panel button labeled “HDMI” or “HDMI 1,” whichever is present.
- Plug the HDMI Cable extending from the AV wall panel into the HDMI Port on your laptop.



Wall Panel Examples. The one in your classroom may look different, but the required buttons will be there.

B. Getting Started with the RCC System:

- Ensure that the RCC Cart is plugged into an electrical outlet.
- Position the cart so that the camera (mounted on the cart) is pointing at the front of the classroom where the instructor will stand.

IMPORTANT: There will be no need to handle the RCC Unit once the cables from the unit to your laptop are connected (see below). The RCC unit manages audio input (mic) and output (speakers). Video is controlled by the AV wall panel.

C1. Connection Setup Instructions for PCs that have on-board network and video ports:

1. Plug the USB cable from the RCC Unit into the USB port on the computer.
2. Plug the ethernet (network) cable into the ethernet port on the computer.

NOTE: If you don't have an integrated ethernet or HDMI video port, or if you're a Mac User, please see the instructions to the right.

C2. 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 RCC Unit into the USB port on the adapter.
3. Plug the ethernet (network) cable into the ethernet port on the adapter

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

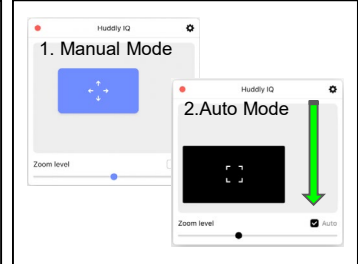


E1. Launch the Huddly App - Camera Control Application

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/

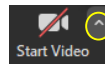
E2. Camera Operation

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).



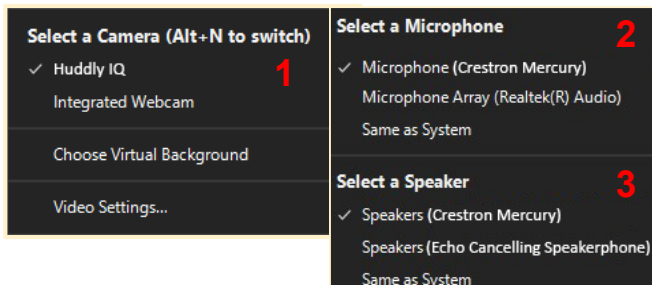
F1. Changing the Video Input Device

From within Zoom:



1. Select the Video Input - Camera

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



F2. Changing the Audio Input and Output Devices

From within Zoom:



2. Select the Audio Input - Microphone

- a. Click on the caret (^) 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

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

