
Stuff to do

- [] Bring equipment to the room
- [] Notify VOC (message, in Matrix) of which box is used for which purpose (slides, cam)

- [] Write the room name on the whiteboard to point the camera to
- [] Identify camera placement
- [] Unpack tripod
- [] Install camera on tripod
- [] Reset camera according to instructions
- [] Install camera box & camera laptop on tripod
- [] Connect laptop to power
- [] Connect camera box to laptop (USB)
- [] Connect camera box to camera (HDMI)
- [] Connect camera box to network (Rj45)
- [] Power-on camera laptop

- [] Install audio mixer
- [] Connect audio mixer to camera
- [] Connect PA or external speaker to mixer
- [] Connect receiver(s) to audio mixer
- [] Connect chargers to the receivers
- [] Connect headphones to camera

- [] Install slides box & slides laptop where the speaker will be
- [] Connect slides laptop to power
- [] Connect slides box to laptop (USB)
- [] Connect slides box to beamer (HDMI)
- [] Connect slides box to network (RJ45)
- [] Power-on slides laptop
- [] Point camera to where the speaker will be without getting the presentation in frame
- [] Mark on the floor where the speaker should be (skip for Janson, K.1105 and H.2215)

Tests

- [] Verify camera audio settings
 - [] left channel external microphone (audio mixer)
 - [] right channel internal microphone (room ambient audio)
 - [] Camera video settings: 1080p
 - [] Camera video settings: full auto

 - [] Make sure you see picture on the camera laptop
 - [] Make sure you see picture on the slides laptop and beamer when there's signal present

 - [] Talk into all microphones and check levels
 - [] Within 80% on camera
 - [] No noise
 - [] Audible in the room
 - [] No feedback - make sure to walk around with the microphones

 - [] Repeat microphone test with VOC
 - [] Ask VOC member to call you, in Matrix
 - [] Make sure that a VOC member had ACKnowledged your request
 - [] When a VOC member is available, they'll call via Matrix
 - [] Test both mics and confirm levels

 - [] Make sure VOC sees both video sources

 - [] If no issues are seen from the VOC:
 - [] Connect microphone batteries to chargers
-