

# Conference Camera



## STOP!

Before borrowing or returning the conference camera, please check that all necessary parts and attachments are together:

- **The Camera:** A spherical camera on a pole, connected to an oval speaker base.
- **The Laptop:** A grey Dell laptop with Windows 10 installed. Common video conferencing software and Department Specific folders have been pre-installed on this machine.
- **Cords:** Power cords for both the laptop and the camera, and a USB cord to connect the camera to the laptop.
- **Bluetooth Mouse:** A small blue/grey mouse that connects to the laptop through a USB dongle, stored inside the mouse.

## Conferencing Applications

Several conferencing applications have been pre-installed on the conference laptop, including Google Hangouts, Google Desktop Sharing, and Skype. These applications should always be logged in with the ITRE Generic Account. Please **do not** log out of the ITRE Generic Account. Keep in mind that this is a shared laptop and alert IT & Web staff if any account other than ITRE Generic Account is used.

## Connecting to the Internet



Eduroam is not connected on the conference laptop. Please sign in to the NCSU WIFI using your Unity ID and password. NCSU Guest may also be used, however the University Firewall may prevent connection to some services.

## Saving or Downloading Files

Google Drive Folders for several ITRE departments have been created for the storing of files created or used during conferencing. Shortcuts to these folders can be found on the desktop of the conference laptop. Do not save files to the ITRE Public drive.

## Troubleshooting Issues



Having trouble? Try a few common fixes below:

- Open Settings in your conferencing app (sometimes denoted by a gear icon) and check that Camera, Audio Input, and Audio Output options are set to the conference camera.
- Check that you are connected to the Internet and using the NCSU WIFI and not NCSU Guest.
- Shut down the conference laptop and boot it back up again.