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 (odd number) & 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 (even number) & 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