

# Isabella Cannon Room

The display for this space is a drop-down electric screen. The switch is located in the doorway on the right side when facing the front of the room. It looks like a light switch.

## Controlling the system with your Device

### 1. Connect via HDMI

The projector is controlled by the Canon remote (normally located on the table beside the podium) and the projector displays to the white wall at the front of the room.

### 2. Connect the Avaya Camera (located on the cart behind the projector)

Locate the USB cable connection and connect it to your device.

**MacBook:** If your computer does not have the appropriate USB port you will need to use an adapter. Connecting the USB web camera into a hub or docking station will not work.

### 3. Select Avaya HC020 as the camera and microphone source

In your chosen video conferencing interface (Zoom, WebEx, or Teams) select Avaya HC020 as the camera and microphone source.

**Note:** The Avaya remote can be used to adjust the camera (left, right, zoom in, zoom out).

If the camera does not respond to input from the remote

- Make sure the camera is on by looking for the blue light (this tiny light will be located beside the camera's lens)
- Press the "1" button on the remote
- Try the input again
- If the camera has reached its max zoom, it may not respond because no additional adjustments can be made

## Microphone not working?

### • Ensure the BOSE system is on.

The power switch is beside the power cable on the lower left hand side of the speaker.

### • Ensure the microphone cable is connected

The microphone cable should be connected to mic 1 and the volume should be increased to the first notch (if needed turn the volume up slowly)

## Remote students cannot be heard

Increase the volume from your computer (this room does not have wall or ceiling speakers)

Camera  
Avaya HC020

Microphone  
Avaya HC020

Connection  
HDMI

## Blended Classroom Technology Guide

- Change camera and audio settings
- Step-by-step software instructions
- Troubleshoot classroom technology

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## Report an Issue

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