Steps for using CETL media cart
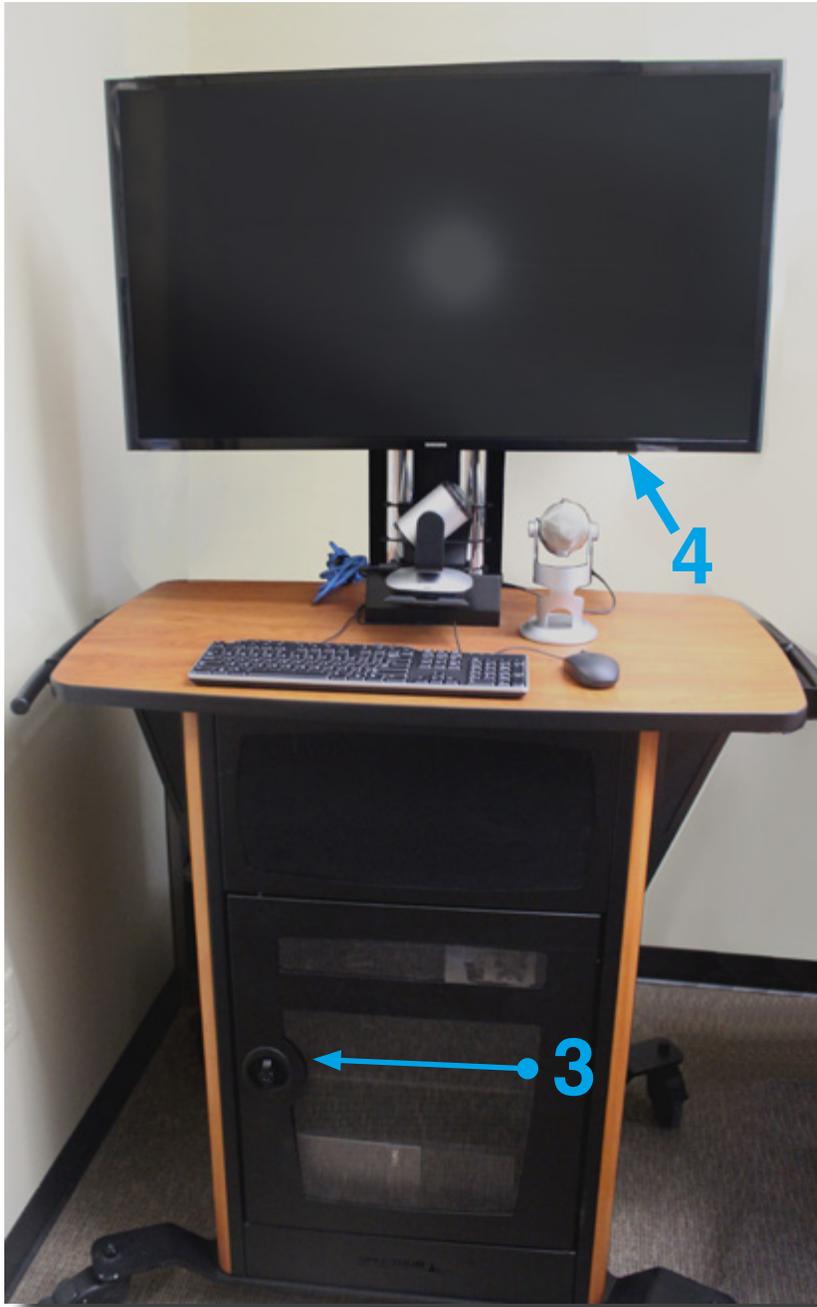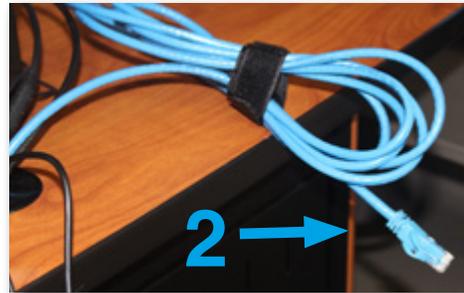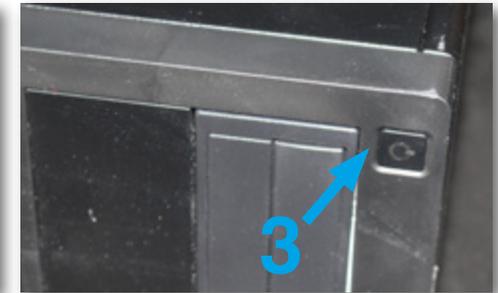
Overview:

The CETL media cart is equipped with a high definition webcam, multi-directional microphone, 42" LCD Smart TV and a desktop computer. The computer setup on the cart is running Windows 10, with the standard UW-Superior software applications available. The setup is similar to most any desktop computer setup, with the LCD TV monitor taking the place of a computer monitor screen. There are 2 USB ports available on the front of the computer to provide the use of an thumb drive or other external media storage device.

1. Pull out the retractable power-cord located at the lower right side on the back of the cart and plug it into a power source.
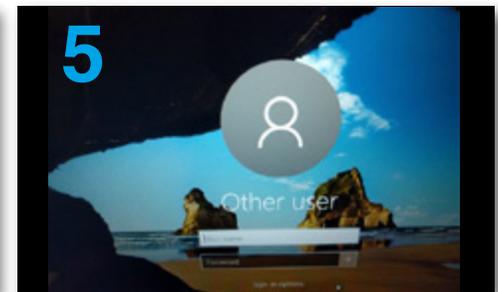
2. Plug the Ethernet cable into a LAN wall port to connect to the UW-Superior Network and get Internet access.

3. Open the front door of the cart and locate the computer power button and turn on the computer power.

4. Locate the power button for the TV monitor on the bottom edge and turn on the power for the monitor.

5. Log into the computer using your main UW-Superior account user-name and password.

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6. The Webcam has a lens cover, simply slip the cover off the lens opening end and store it on the opposite end of the camera while the camera is in use. The camera will move on its own during computer system powering on and off so some movement of the camera is normal.

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7. The wireless keyboard, mouse, the remote controls for both TV and Webcam are stored inside the cart. When you are done using the cart please return the these items back into the cart so they don't get left on a table or podium and get lost. Check On/Off switches on mouse and keyboard.

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8. The webcam remote controls, pan/tilt movement, zooming, it can have 3 preset for zoom/tilt/pan, mirror (flip) the image horizontally and has a camera off button. See a copy of the operation instructions below.
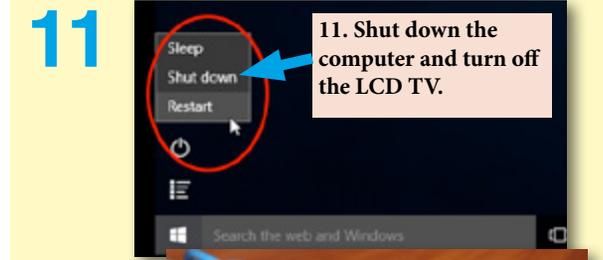
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9. The microphone controls on the top side include the Mute button (also status light) and the headphone volume control. The microphone is muted when the mute button is depressed and the light is blinking. The headphone volume control ONLY adjusts the output volume to the headphone output jack and to headphones if plugged in and in use.

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10. The microphone controls on the underside include the gain controls and the pattern selection control. The gain adjusts the sensitivity of the microphone (how well it picks up sound) too much gain can cause distortion. The pattern selector allows you to select the pickup pattern for the microphone, see the instruction below for more details.
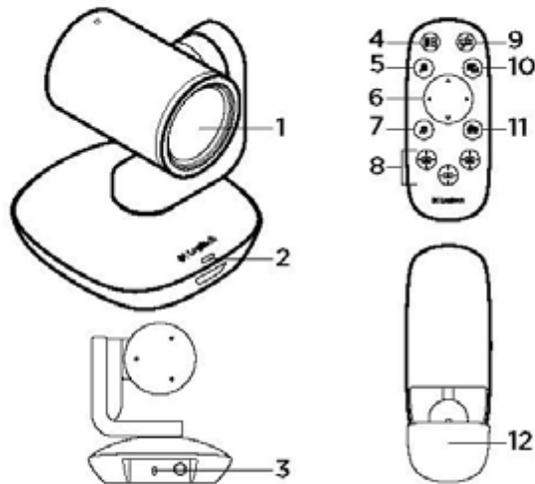
Shut Down Instructions

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11. Shut down the computer and turn off the LCD TV.

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12. Unplug the Ethernet cable and power cord, pull and slowly release the power cord to have it retract into the cart and re-wrap the Ethernet cable for storing.

Webcam Instructions

Know your product

Camera
1. 10X lossless zoom
2. Camera LED
3. Kensington® Security Slot

Remote
4. Mirror
5. Zoom in
6. Pan and tilt
7. Zoom out
8. Camera presets 1, 2, and 3
9. Video mute
10. Far end control
11. Home
12. Remote battery door

Use your product

Video

- **Starting the video**: The video is controlled by the application and will start once the camera is selected and the video is started in the application. An LED will light when the video is streaming.

- **Pan and tilt** the camera using the controls on the remote control. Press once for incremental or press and hold for continuous pan or tilt. Caution: Do not manually rotate webcam head. Doing so may damage unit.

- **Zoom** the camera up to 10X by pressing the zoom button.

- **Home**: Select the Home button to return the default, out-of-box home position.

- **Camera Presets**: You can set up to 3 Camera Preset positions. First, position the camera using the remote control, and then press and hold one of the Camera Preset buttons for 3 seconds to save that position. You may return to your defined position at any time by pressing the Preset button once.

Use Preset 1 as your own defined "home" position. When the camera is reconnected to the PC, it will return to the position set in Preset 1. If no position is set for Preset 1, the camera will return to the default home position.

All three Presets are by default set to the out-of-box home.

- **Far end control**: By selecting this key and downloading the application from www.logitech.com/support/ptz, you may control the pan, tilt and zoom of any Logitech ConferenceCam product or C930e Webcam in supported applications. Camera selection and pan, tilt and zoom tools are also available from the downloadable application for PC as well as ability to disable this feature locally. Please visit the download page listed for more information.

Microphone Pickup Pattern Guide