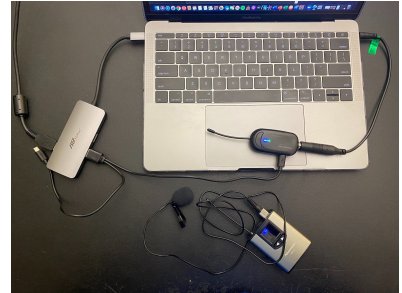


Faculty AV Kits

Information Technology will be lending **Faculty AV Kits** from University Hall, 5th Floor. These kits are on loan for your class period and will allow you to set up audio visual equipment in a classroom currently without a camera.





Please Note: All equipment must be wiped down before and after use with a wipe and/or disinfectant spray and microfiber cloth or paper towel (provided in each classroom).

Do not spray anything directly onto the equipment.

Borrowing a Faculty AV Kit

- You must request use for a kit 2-3 days prior to your class or event by going to our [AV Request Loan webpage](https://montclair.service-now.com/faculty_loan) (https://montclair.service-now.com/faculty_loan)
- Log in with your **NetID**
- Select **Request for Loan**
- Under **Item Type** select **Faculty AV Kit**
- If the request is recurring, please be sure to select the recurring icon

Please Note! For Recurring loan request, click on the Recurring button.

Item Type	Picture	QTY	Start Date	End Date	Description	Recurring
Faculty AV Kit		1	04/04/2020 2:43 PM	04/04/2020 11:20 PM	Description	

- Complete the form and select submit

What is in the Faculty AV Kit?

1. WebCam (1080P or higher) - Camera #1 or Camera #2
2. Tripod
3. Lavalier Microphones
4. Apple Lightning to 3.5 mm Headphone Jack Adapter (For Apple Computers Only)
5. Apple USB-C to 3.5 mm Headphone Jack Adapter



Camera #1



Camera #2



Tripod



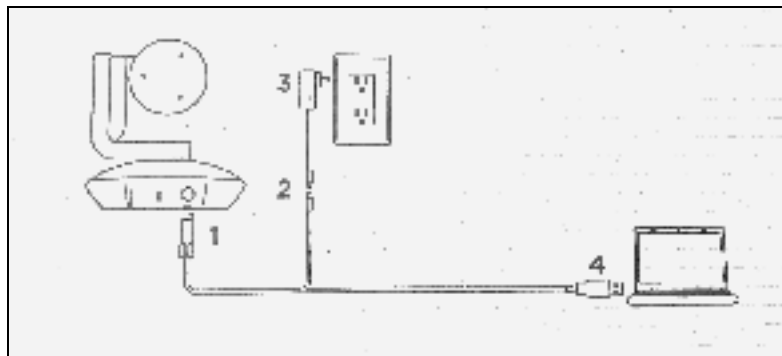
Lavalier Mic

How to Set Up the Camera and Tripod:

- Step 1.** Open bag and remove all parts.
- Step 2.** Set up the tripod
- Step 3.** Remove the **tripod quick-release** and connect it to the bottom of the camera.



- Step 4.** Place the camera on top of the tripod.
- Step 5.** Connect the power cable (2 pieces) to the camera.
- Step 6.** Connect the USB cable to your laptop.



- Step 7.** Start Zoom class and check **Video Settings** to ensure **PTZ Pro** is checked.

How to Set Up the Microphone:

- Step 1.** Open the bag and remove all parts.
- Step 2.** Plug 3.5mm 'headphone jack' cable into your laptop. **Please Note:** If your computer does not have a headphone jack, please use the USB-C or lightning to 3.5mm headphone jack adapter in the white box in the bag.
- Step 3.** Plug the USB into your laptop.
- Step 4.** Take the mic and plug it into the lavalier (on top it will say mic).
- Step 5.** Clip Alvoxcon to body and clip mic to shirt.
- Step 6.** Start Zoom class and adjust **Audio Settings** to determine which mic is best.

Please Note: If you have connected via the headphone jack, there may be two sources in Zoom Audio Settings. One is the built-in laptop mic, and one is the lavalier mic. If you have used a USB-C or lightning adapter, then choose the corresponding source.