How to use the Poly Eagle Eye Cube Camera and Calisto Speakerphone for Zoom web conferencing

IT Help Desk 785-532-7722  Tech Classroom Hotline 785-532-5798

1. Connect each device to your computer’s USB 3.0 ports (If your classroom already has a computer, this step should already be complete)
2. Sign into Zoom with SSO using the desktop client or a web browser (ksu.zoom.us)
3. Under the Zoom audio settings, make sure the Echo Cancelling Speakerphone is selected for the microphone, and that the external room system is selected for the speaker.
4. Under the Zoom video settings, make sure the EagleEye Cube USB is selected for the camera.

Microphone Mute
Pressing the button will mute and unmute your microphone.
**Video Mute**
There is a privacy shutter on the bottom of the camera. When the shutter is closed, the camera will show a **red light**.

**Video On**
When the privacy shutter is open, the camera will show a **blue light** when not in a video meeting and change to a **green light** when in a video meeting.
Lecture Capture for classrooms with a computer
For capturing a lecture at the front of the room, have the camera rest on the computer monitor, and adjust the swing of the monitor if needed. Point the camera towards the center of your teaching space. The camera will use your voice to track your movements, and will digitally adjust the image as you move. Place the microphone on a flat surface, best if used within 10 feet of the user.

Group Discussion Capture for classrooms with a computer
For capturing a group discussion, adjust the swing of the monitor to face the audience or remove the camera from the monitor and place on the podium, facing the audience. Adjust tilt as needed. Place the microphone on a flat surface, best if used within 10 feet of the user.
(Some rooms may be equipped with permanently mounted camera stand that can swivel to face the audience)
**Laptop Hook up**

If your classroom does not have a dedicated computer, you can hook the Poly EagleEye Cube and Calisto speakerphone to your laptop.

1. Connect each device to your computer’s USB 3.0 ports. If your computer does not have a USB 3.0 port, a USB 2.0 port will still work. If your computer only has a USB-C connection, you will need a USB-A to USB-C adapter. Adapters can be purchased from the K-State computer store.

2. Sign into Zoom with SSO using the desktop client or a web browser (ksu.zoom.us)

3. Under the Zoom audio settings, make sure the Echo Cancelling Speakerphone is selected for the microphone, and that the external room system is selected for the speaker.

4. Under the Zoom video settings, make sure the EagleEye Cube USB is selected for the camera.

**Camera and Microphone position**

*Do not* mount or place the camera on your laptop screen. Place the camera on a flat surface, and point the camera in the desired direction. Place the microphone on a flat surface, best if used within 10 feet of the user.