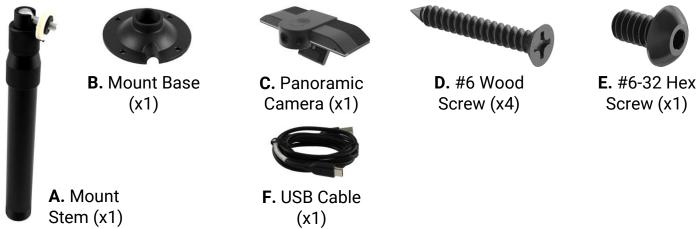
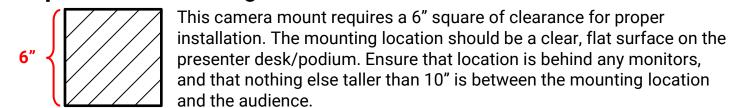
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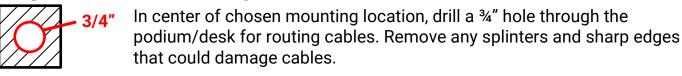
Included in this Product Package:



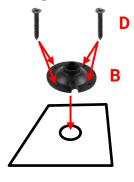
Step 1: Choose Mounting Location



Step 2: Drill Cable Routing Hole



Step 3: Screw Mount Base onto Podium/Desk



Using the four (4) provided wood screws (**D**, in camera mount box), attach the camera mount base (**B**) to the desk/podium, making sure that it is centered on the hole drilled in Step 2, and that the cable passthrough notch is facing away from the audience.

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Step 4: Screw Mount Stem onto Base



Screw threaded end of camera mount stem (A) into the central hole of the camera mount base (B), tightening until snug.

Step 5: Extend Camera Mount to Desired Height



1. Loosen the bottom-most of the two black rings near the top of the stem by turning it counter-clockwise.

- 2. Lift the upper portion of the stem until the top of the mount vertically clears any potential obstructions, and is as close as possible to even with the tops of audience members' heads.
- **3.** Face rectangular cable passthrough hole in stem away from audience, then re-tighten bottom black ring until snug.

Step 6: Turn Mounting Screw to Face Upwards



- **1.** Holding the upper part of the camera mount stem (**A**) to keep it from rotating, loosen the top-most of the two black rings by turning it counter-clockwise.
- 2. Turn the mounting screw to face upwards.
- **3.** Re-tighten the upper black ring to lock it in place.

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Step 7: Mount Camera



- **1.** Remove plastic cap from mounting screw on top of camera mount stem (**A**).
- **2.** Screw mounting screw into the most central threaded hole on the bottom of the panoramic camera (**C**), tightening until snug.

Step 8: Position Camera to Face Audience



- **1.** Holding the upper part of the camera mount stem (**A**) to keep it from rotating, loosen the top-most of the two black rings by turning it counter-clockwise.
- 2. Turn panoramic camera (C) to face center of audience. Make sure that camera is level and vertically centered on the audience's heads.
- **3.** Once camera is in position, re-tighten the upper black ring to lock it in place.

Step 9: Route USB Cable Through Mount to Camera



- 1. Pass USB-C end of USB cable (**F**, in camera box) up from underneath desk/podium, through camera mount (**A**/**B**), and out rectangular cable passthrough hole (oriented away from students in Step 5). *Carefully* feed cable from both ends and work slowly to avoid damaging the cable on sharp metal edges.
- **2.** Connect to USB 2.0 Device port on Panoramic Camera (**C**), making sure that the cable is not bending sharply. Connect USB-A end of cable as indicated in system schematic and on cable label.

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Step 10: Test System

Once all other components of system have been fully installed and connected, test system to confirm that it functions as expected. Confirm that camera image is not tilted or distorted in any way, and that camera can be accessed by all compatible video conference hosts via USB connection.

Step 11: Tighten Hex Locking Screw



Using a 5/64" hex wrench, tighten the small black screw on the upper black ring of the camera mount stem (**A**) until snug. **NOTE**: The screw will NOT go all the way in; do not overtighten.