

SUMMARY

To improve the presentation quality of the Library's online programming offerings, the Library purchased ten online programming kits. The items in these kits were chosen for their ease of use and setup, but the following guide will highlight a couple of best practices and possible trouble spots for online programming facilitators.

CONTENTS OF KIT

- PC Laptop
- USB Hub
- Document Camera
- Ring Light
- USB Speakerphone
- Power Bar Extension Cord
- Ethernet Cable

TROUBLE SPOTS

Two things that can cause problems:

- The ring light is powered via USB and requires a substantial amount of power. It is recommended that this is plugged into one of the USB slots in the provided power bar, and not into the USB hub.
- The document camera has a very poor-quality microphone embedded in it. Please ensure your device settings in Zoom/Teams are set to the correct microphone and not the one in the document camera.

TYPICAL SETUP

When all the items in the kit are set up together, they will likely look something like this:



You may need to adjust the height of the document camera and/or computer with books or other risers to get them to the correct height. For example:



ITEM NOTES

PC LAPTOP

- Log onto this machine using your CPL login credentials.
- Think about camera placement when setting up the computer. Look at what the camera is picking up in the background (background light like a window is especially problematic), and try to raise up the computer so that the camera is at eye level.
- For more tips on camera placement considerations, please view [Tips for Filming Yourself](#).



USB Hub

Model: StarTech.com ST3300GU3B USB 3.0 Hub with Gigabit Ethernet Adapter

- The laptop does not have an ethernet port, so this Hub is required to have a wired internet connection.
- This hub is powered from the computer. Because of this it is not recommended to plug the ring light into this hub as it may draw too much power.



DOCUMENT CAMERA


Model: Joyusing V500-S

- This camera contains a very poor-quality microphone. Please ensure your device settings in Zoom/Teams are set to the correct microphone and not the one in the document camera.
- The only button on the camera is “Light”, which turns on an LED by the camera.
- There are two hinges on the document camera. Angle them in such a way to get the head as high as possible.
- If you are trying to share larger books, raise up the base of the camera from the table on some books.



RING LIGHT


Model: Neewer Table Top 10-inch USB LED Ring Light

- The light requires a substantial amount of power, so it is recommended this is plugged into one of the USB slots in the provided power bar (not the USB hub).
- The arm in the center of the light is meant to hold a phone and can be removed.
- Brightness of the light is changed with the +/- buttons, while colour temperature of the light is adjusted by holding the  button. Try to match the temperature to the lighting in the room (natural light is usually whiter, while indoor lighting is usually more yellow).
- Placement of the light should be adjusted based on preference, but usually you want the light slightly to one side of the computer.



SPEAKERPHONE

Model: Jabra Speak 410

- Place the speakerphone on the desk toward the facilitator. The closer a mic is to the sound source, the better it captures that sound and minimizes background noise.
- Check your device settings in Zoom/Teams and ensure both the speaker and microphone are switched to the speakerphone.
- The +/- buttons change the volume of the speaker.
- The  button toggles the mute function in Zoom/Teams.



ETHERNET CABLE

- A wired internet connection is much more reliable than Wi-Fi.
- Plug the cable into the ethernet port in end of the USB hub and connect the other side to the closest ethernet port in the room.



POWER BAR

- Plug the ring light directly into one of the USB charging outlets in the power bar.

