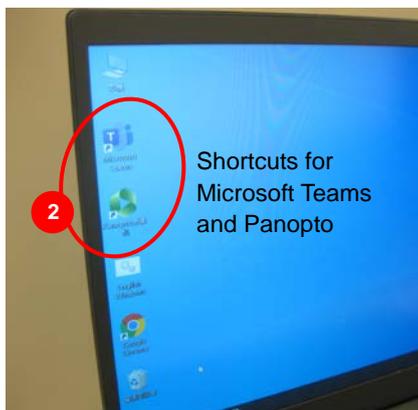


1) Switch on all power before using the equipment.



2) Turn on the notebook computer. The built-in webcam, Microsoft Teams and Panopto are ready for conducting online lessons or video recording.



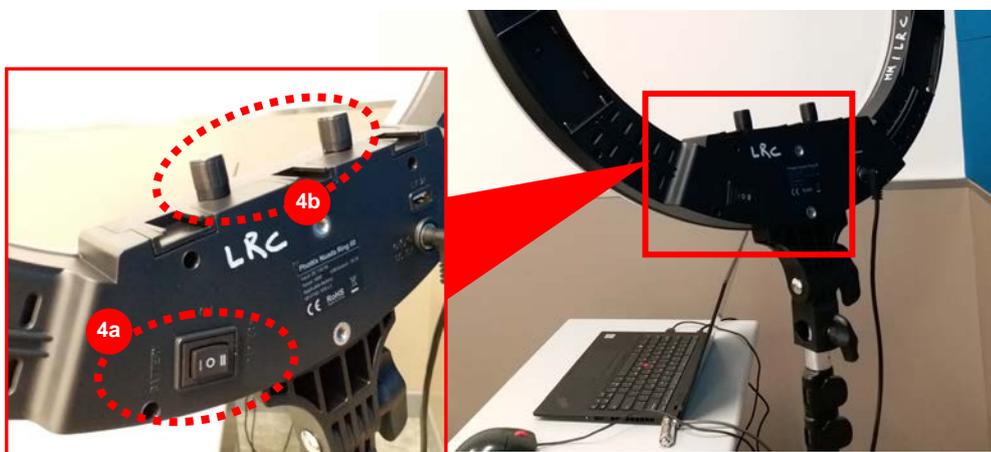
3a) To have better sound quality, the external microphone is also ready for use and it is connected with the notebook computer for recording/playing audio materials. For listening to any sound from the computer, it is recommended to **bring your own headphone / earphone** and plug it into that external microphone as shown.

3b) Use the dials on the external microphone to adjust the volume for recording or/and control the output sound level.

For better lighting effect (optional):

4a) turn on the LED ring light if it is not on yet (its power switch can be found at the back)

4b) adjust the dial(s) to control the brightness / colour temperature



Kindly **turn off all equipment before you leave the room** please. Thank you for your co-operation.

