

## Quick Start Guide

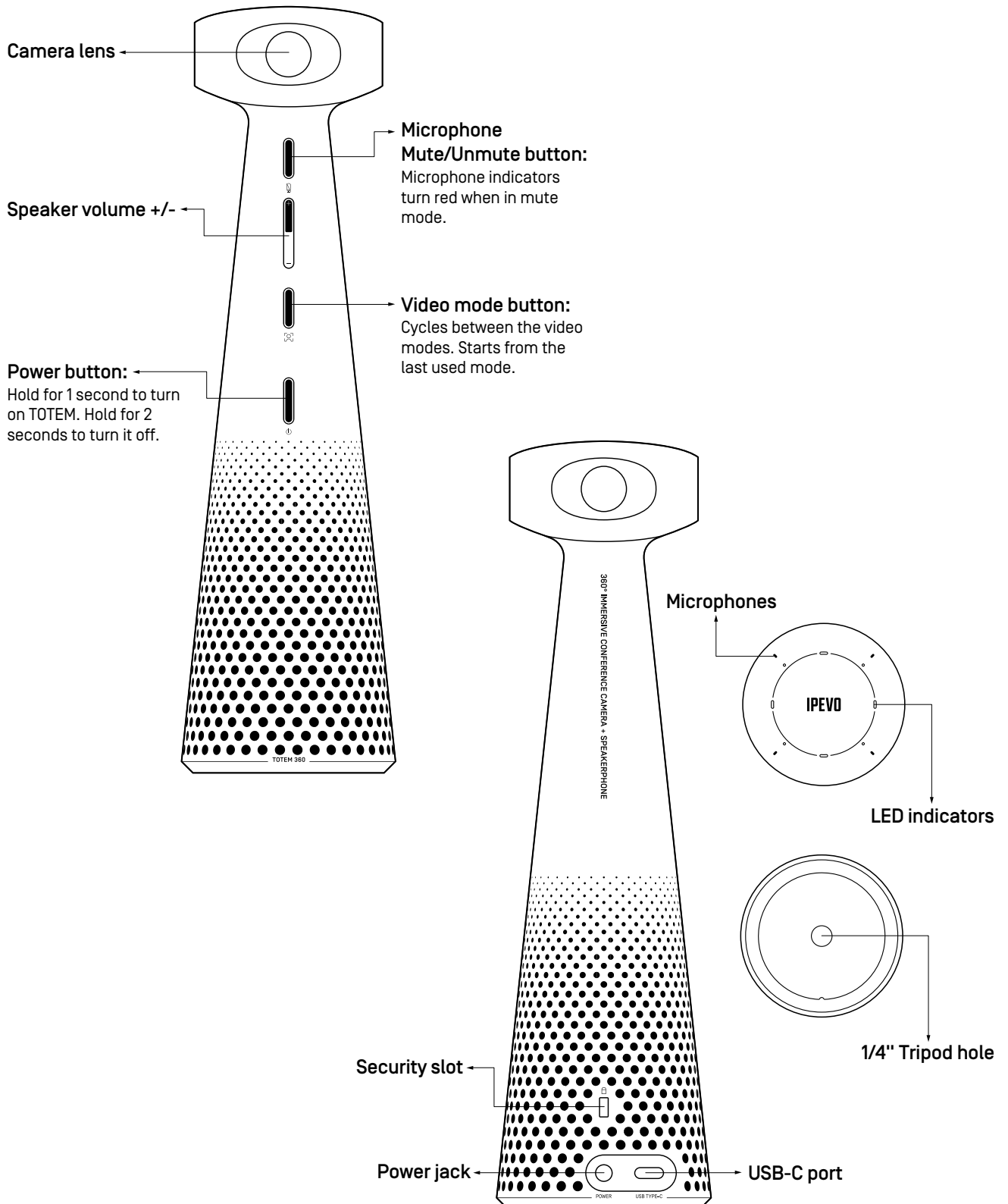
### IPEVO TOTEM 360

360° Immersive Conference Camera + Speakerphone

# The Basics

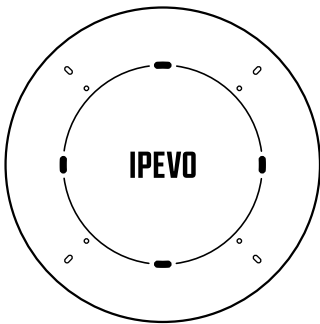
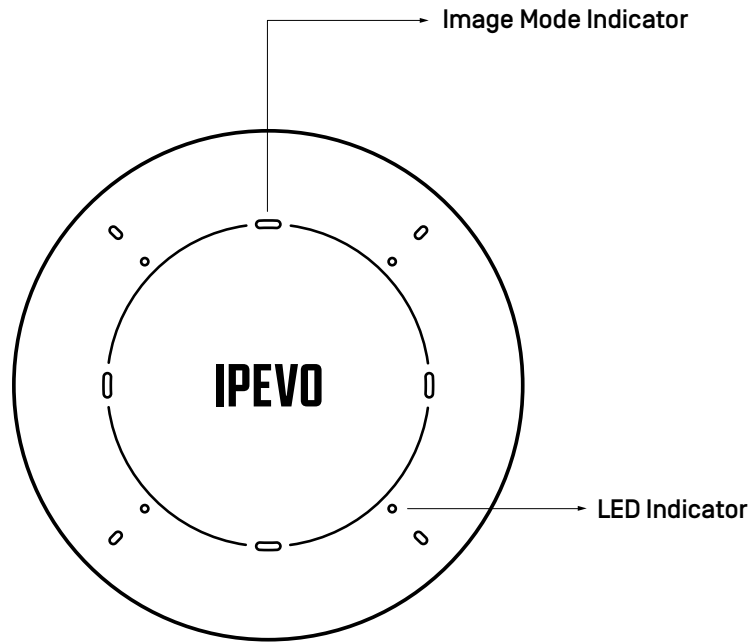
IPEVO TOTEM 360 is a complete audio-visual solution, providing a seamlessly stitched 360° image from four cameras, sound from an all-around speaker, and capturing voices via an array of four beamforming microphones with AI noise reduction.

## Get To Know Your IPEVO TOTEM 360

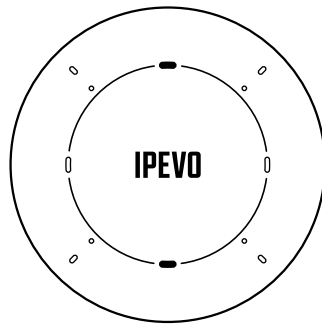


# LED Signals

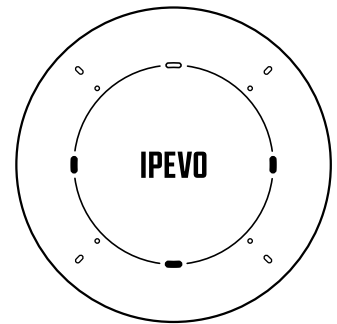
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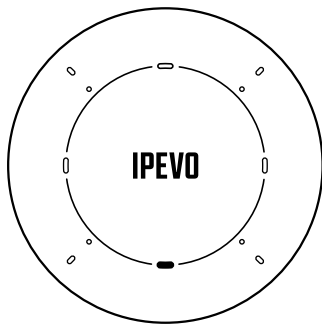
**Conferencing Mode**  
All four LEDs shining.



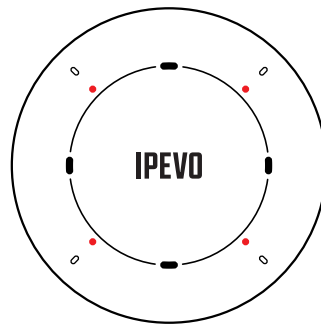
**Surround Mode**  
Top and bottom LEDs shining.



**Hybrid Learning Mode**  
Left, bottom, and right LEDs shining.



**Presentation Mode**  
Bottom LED shining.

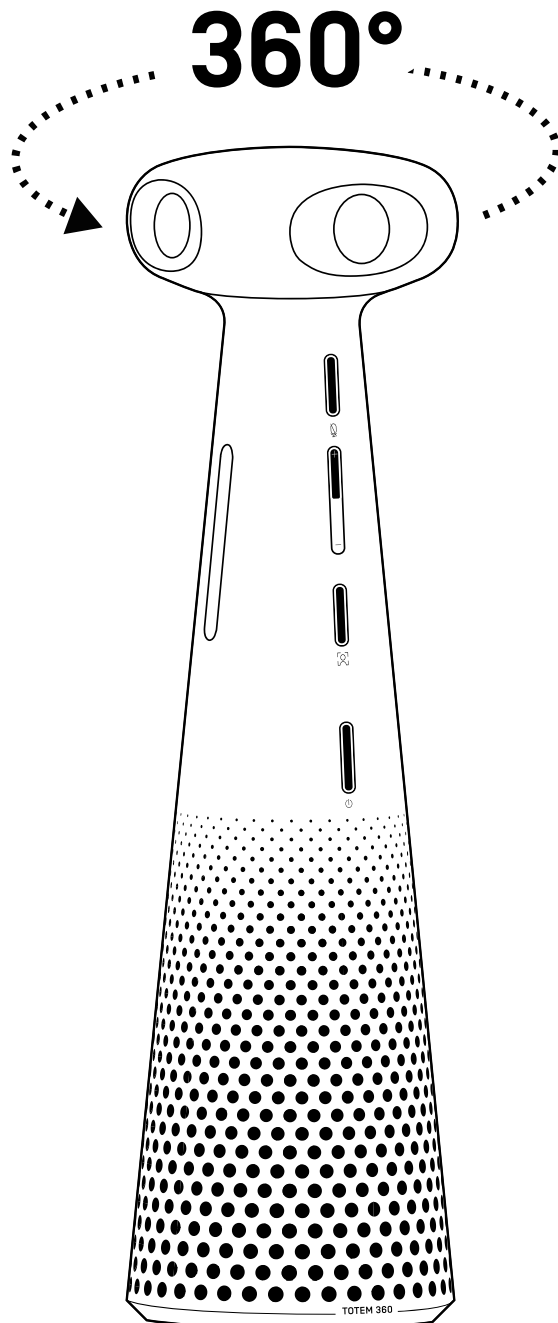


**Microphone Mute Mode**  
When the microphone mute mode is activated, the microphone LED indicators turn from white colour to red.

# Audio Features

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TOTEM 360 is equipped with four microphones and a 360° speaker. The microphones pick up sound from all directions and thanks to the beamforming technology are capable of determining the direction of the sound. This is used to track the active speakers. The onboard AI noise reduction makes sure your meeting won't get disturbed by sounds from the background.



- 1** Sound pickup distance  
The range of TOTEM's microphones is 16 feet.
- 2** The microphones can be muted anytime by pressing the Mute button.
- 3** The volume of the speaker can be adjusted by pressing the volume button.

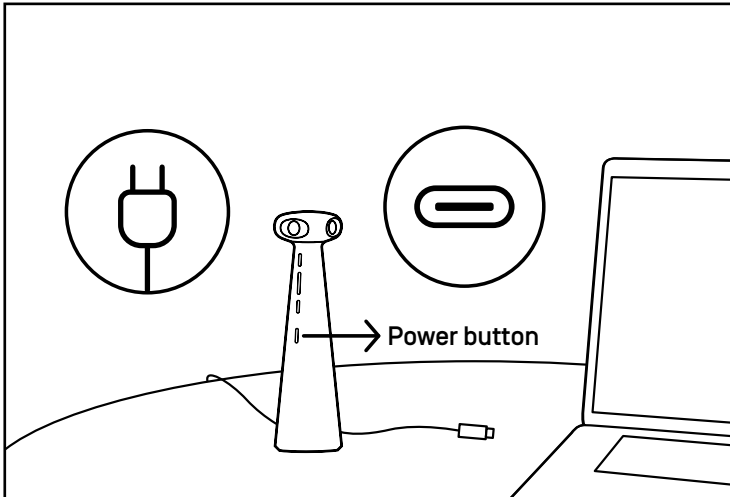
# Other Features

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The threaded hole at the bottom side of TOTEM 360's base can be used to attach the device to a tripod.

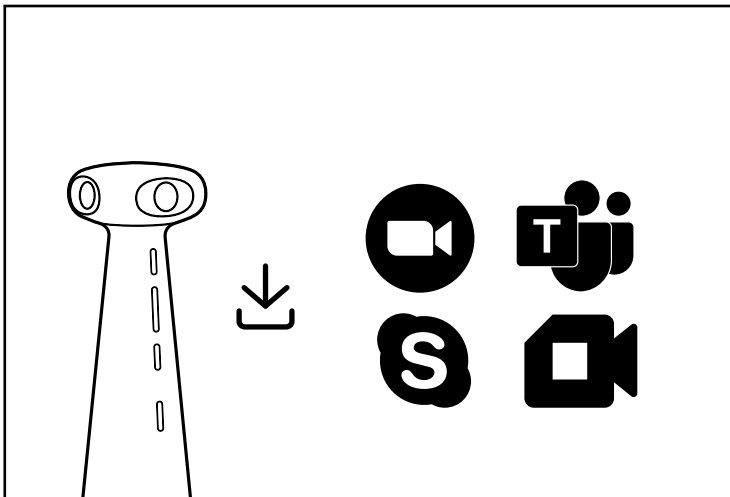
When required, it can be secured via the security slot on its side.

# Preparing TOTEM 360 for Use



**1**

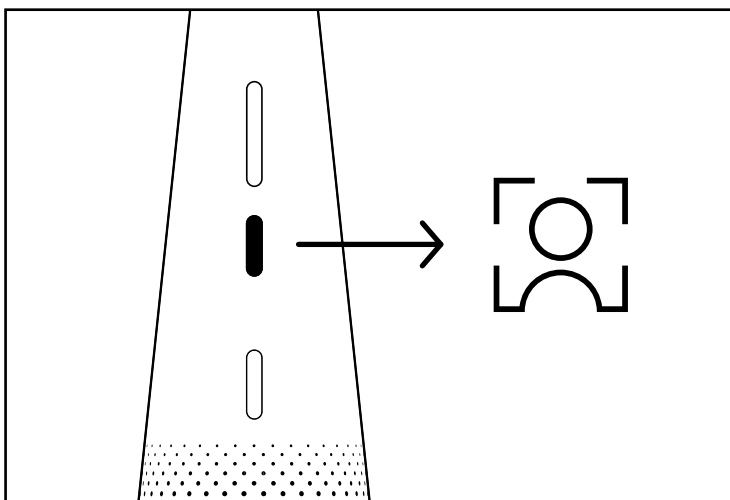
Plug the power adaptor into a wall outlet and connect TOTEM 360 to a computer via a USB-C port. Then hold the power button for one second to turn TOTEM on.



**2**

In the conferencing app you are going to use, select TOTEM 360 as the video source, microphone, and speaker.

TOTEM 360 is plug-and-play and directly compatible with Zoom, Google Meet, Skype, Microsoft Teams, Webex, GoTo-Meeting, and other conferencing apps - on Windows, Mac, and Chromebooks.



**3**

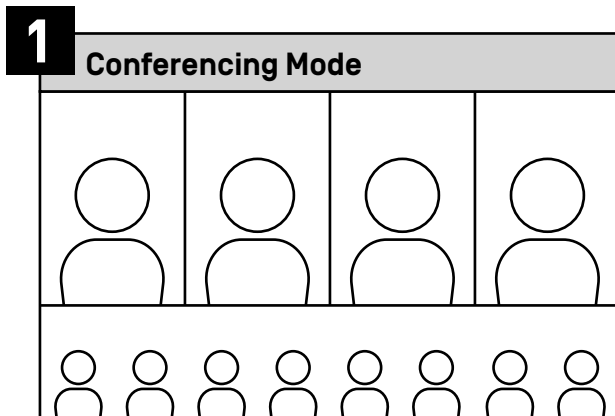
Choose the video mode that matches your scenario.

Tip: When using third-party video software, please make sure that the mirroring function is off. Otherwise, any displayed text would be mirrored. Some applications use automatic mirroring until the user switches it off manually.

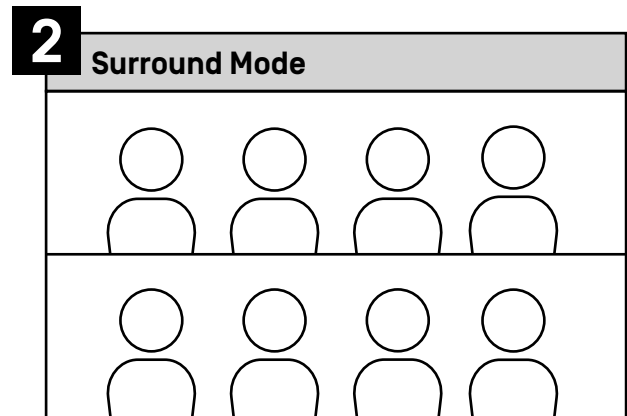
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# Choosing the Video Mode

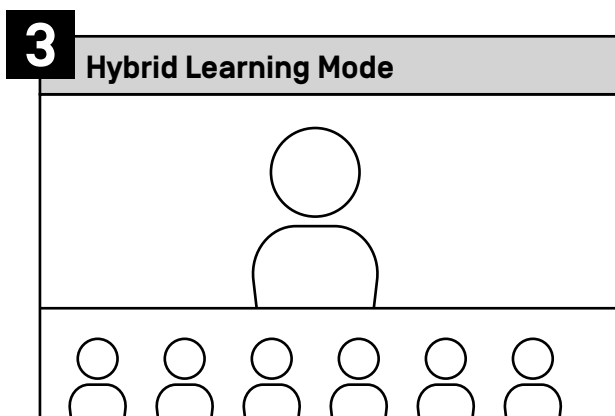
There are four video modes you can choose from based on your conferencing scenario. Cycle between them using the Video Mode button [yellow colour]. The first time you use TOTEM, the Conferencing mode is the default mode. Otherwise, you will continue from the last mode used.



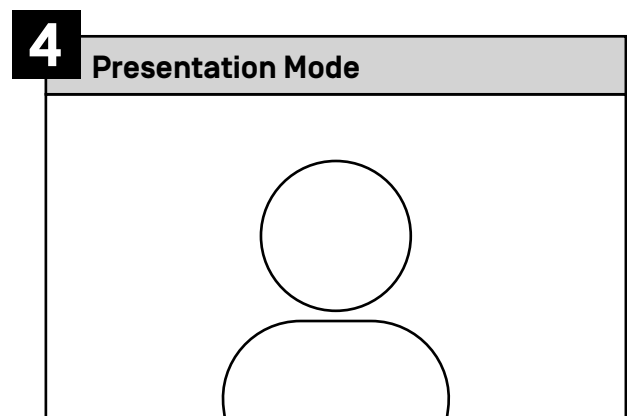
Tip: Place the camera in the center of the meeting room table, with the letter "O" in IPEVO facing the TV. This way, the TV will only appear at the edges of the 360° image.



Tip: Place the camera in the centre of the meeting room table, with the letter "O" in IPEVO facing the TV. This way, the TV will only appear at the edges of the 360° image.



Tip: Place TOTEM between the lecturer and the participants, with the buttons facing the lecturer.



Tip: When in this mode, the buttons of TOTEM should face the presenter.

# Product Safety Certification

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## FCC Declaration

**FC** This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: [1] This device may not cause harmful interference, and [2] This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**CE** Hereby, IPEVO Corp. declares that the device is in compliance with Directive 2014/30/EU. This product conforms to all applicable Electromagnetic Compatibility Regulations 2016 and all other applicable UK regulations.

## CAN ICES-003[B]/NMB-003[B]

Complies with the Canadian ICES-003 Class B specifications. This device complies with RSS 210 of Industry Canada. This Class B device meets all the requirements of the Canadian interference-causing equipment regulations. This device complies with Industry Canada license exempt RSS standard[s]. Operation is subject to the following two conditions: this device may not cause interference, and [2] this device must accept any interference, including interference that may cause undesired operation of the device. This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications. This class B digital apparatus complies with Canadian ICES-003.



Precaution

Do not use/store the product in the following places:

- Near heat sources
- Near steam or greasy smoke
- Locations with high humidity
- Sandy or dusty places