CART CAMERA
QuickStart

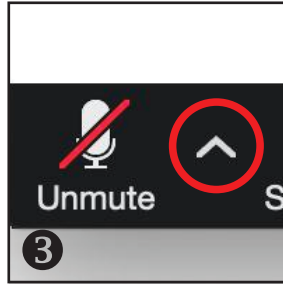## CAMERA AND MICROPHONE ZOOM SELECTIONS (ROOM COMPUTER)

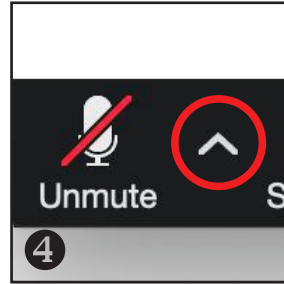

❶ Launch Zoom

❷ Select Camera: *Avaya HC020*

❸ Select Microphone: *Zoom U-22*

❹ Select Speaker: *See Sticker Below*

Speaker Selection

PLACE ZOOM SPEAKER STICKER HERE

AUGMENTED AUDIO PICK UP

The number and type of microphones has changed. This classroom has a combination of one or more boundary mics (below left) and ceiling mics to improve the pick up and clarity of students in the classroom (in person). Boundary mics must be oriented toward the audience.

Boundary Mic

Ceiling Mic (example)

AUDIENCE

Trouble Hearing Remote Students?

Remote student volume is controlled by the touch panel volume in the room.

Check for a mute condition at the touch panel.

In Zoom, next to "Unmute", choose "Audio Settings" to test your room volume as needed.

USING A LAPTOP WITH ZOOM

Integrating a laptop is best achieved by connecting to the Zoom meeting as host using the room computer. Join that meeting on the laptop as a participant. Use the laptop to share prepared content. If your settings don't permit this, from the room computer, promote the laptop connection to a co-host in the participants panel. Remember to mute your mic and speaker on the laptop to avoid feedback.

The meeting ID can be found by clicking the ⓘ icon in the upper left corner when you are in a meeting.

Need more assistance? Contact the ITS Service Desk at 315.228.7111 or email at itshelp@colgate.edu