

# IT Department

## Using a Collaboration Room

- Many rooms on campus are now equipped with video collaboration systems.
- This document will describe how to use the camera system with Zoom, Microsoft Teams and WebEx

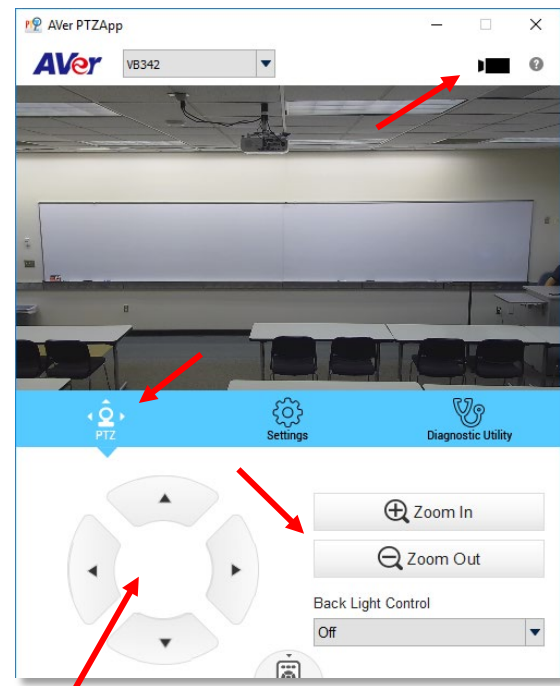
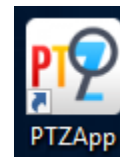
### Using and Adjusting the Camera:

To adjust the camera position

- Click on the “PTZApp” icon on the desktop to open the control software.
- In the window that opens Select the “PTZ” tab
- Click the Camera View Button (Please note if the camera is already in use by another software such as WebEx, you will not receive a preview. In that case just use the view window in the software using the camera)
- You can now use the “Zoom in”, “Zoom out” and directional buttons to adjust the camera’s view any way that you need.
- Do not change any of the other settings, the camera will not function correctly if you do.
- You can now close the window by pressing “X”.

Note: If the camera is ever inadvertently turned off, (The camera should always be on). It is simple to turn the camera on.

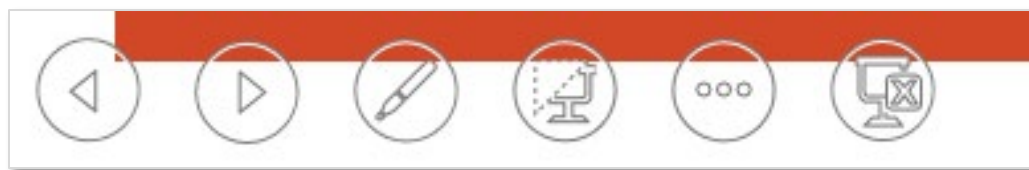
- Just press the power button on the front of the unit. It will illuminate Blue.



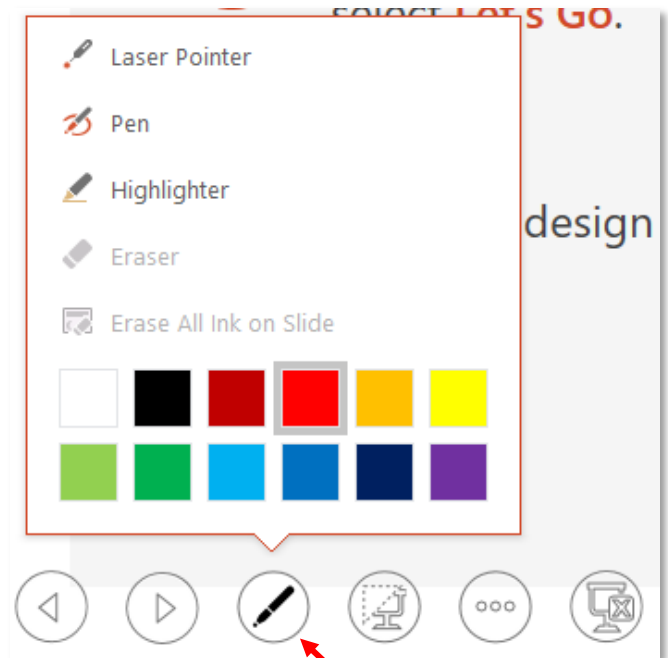
### Using the Touch Display:

A touch capable display is available for use as part of the system. This can be used for many different purposes and many applications. For example, Power Point or One Note can accept touch input. The following will describe one possible way that the touch display could be used.

- From a full screen Power Point tap once on the display to show your presentation menu. (It will appear in the lower left of the screen)



- Tap the Pen Icon
  - You can select from a Laser Pointer, Pen, or Highlighter
  - Then you can select your desired color.
  - You can also erase from this menu
- We recommend adding blank slides in areas that you know you will be writing lots of notes.
- The presentation menu also has Forward and back navigation buttons, advanced menus and end presentation buttons.
- When you end a presentation, you will be prompted to save any annotations that you created.
  - This could be good content to make available to students after class.

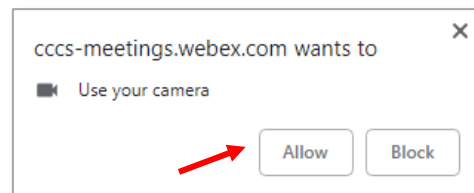
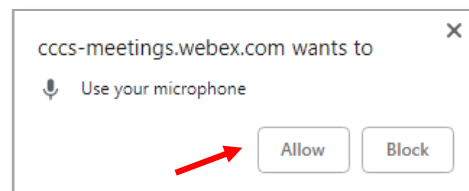
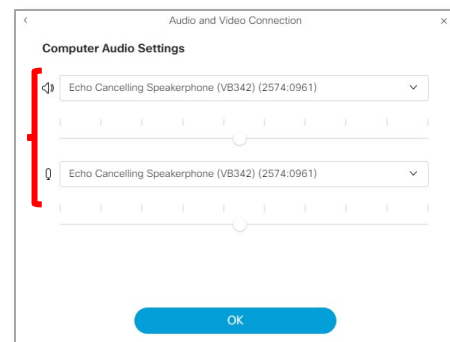
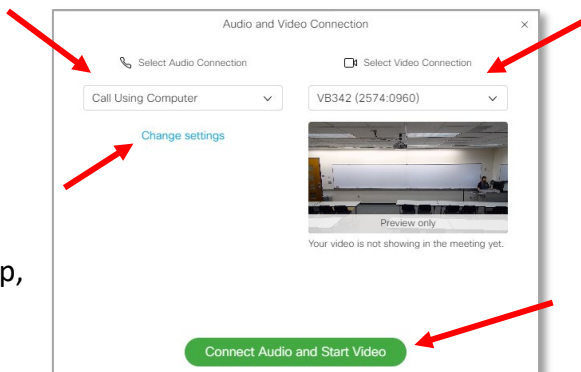


## WebEx: Audio and Camera Settings

When your meeting starts, you will need to make a few selections so that you will be heard and seen correctly.

- When your meeting starts you will be prompted to select your Audio and Video connections
  - For the Audio Connection Select “Call using Computer”
    - (Depending on which browser you are using or if you are using the desktop app, click “Change Settings” or the setting may just appear under the Audio Connection.
    - In either case, select “Echo Canceling Speakerphone” for the Speaker and the Microphone.
  - For the Video Connection Select “VB342”
    - (Should be the only option)
  - Note: you may be prompted to allow the browser to use your camera and microphone. Select “Allow” on each.
- Click “Connect Audio and Start Video”
- You are now set to use WebEx as usual

(Please note: You may not have to do this every time, WebEx may retain setting from the last use.)

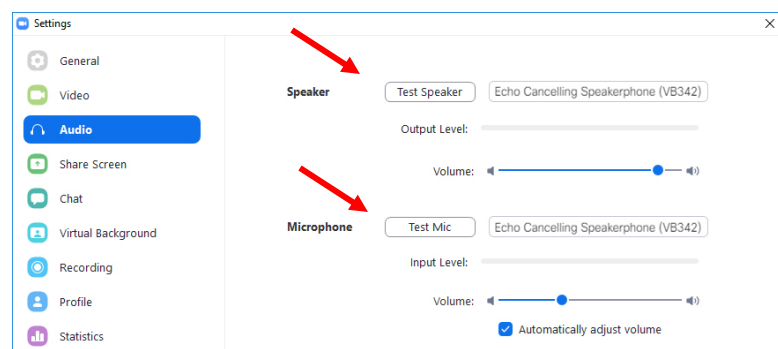
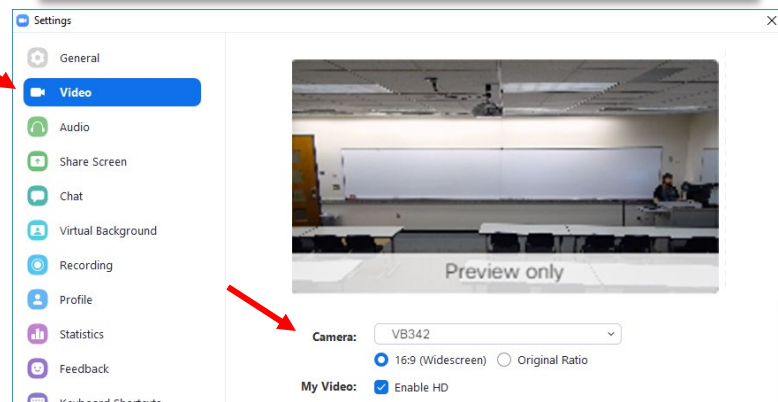
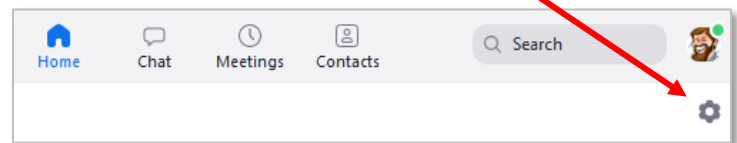
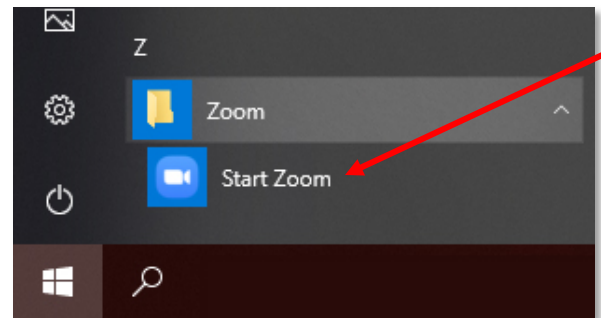


## Zoom: Audio and Camera settings

From the zoom desktop app, you will need to make sure that the correct audio and camera settings are selected. (note: Zoom should retain these settings after you select them, but it can be good practice to double check them)

- Open the Zoom Desktop app
- Select the Gear icon
- In the settings menu that appears select “Video” from the left-hand menu.
  - Next to camera Make sure “VB342” is your selected camera (should be your only choice)
  - You will know the camera is working correctly if you can see the preview.
- Next Select “Audio” from the left-hand menu
- Next to both “Speaker” and “Microphone” make sure “Echo Cancelling Speakerphone (VB342)” is selected
  - You can make sure both are functioning correctly by pressing the “Test Speaker” and “Test Mic” respectively

You can now use Zoom as usual.



## Microsoft Teams: Audio and Camera settings

From the Teams desktop app, you will need to make sure that the correct audio and camera settings are selected. (note: Teams should retain these settings after you select them, but it can be good practice to double check them)

- Open the Zoom Desktop app
- Select your Account icon
  - Then select “Settings”
- In the settings menu that appears select “Devices” from the left-hand menu.
  - Next to camera Make sure “VB342” is your selected camera (should be your only choice)
  - You will know the camera is working correctly if you can see the preview.
- Next to “Audio Device” Select “VB342”
- Next to both “Speaker” and “Microphone” make sure “Echo Cancelling Speakerphone (VB342)” is selected
  - You can make sure both are functioning correctly by pressing the “Make a test call” button

You can now use Teams as usual.

