Video Conferencing Guide

*If you are having difficulties using equipment in this room, call extension **4357***

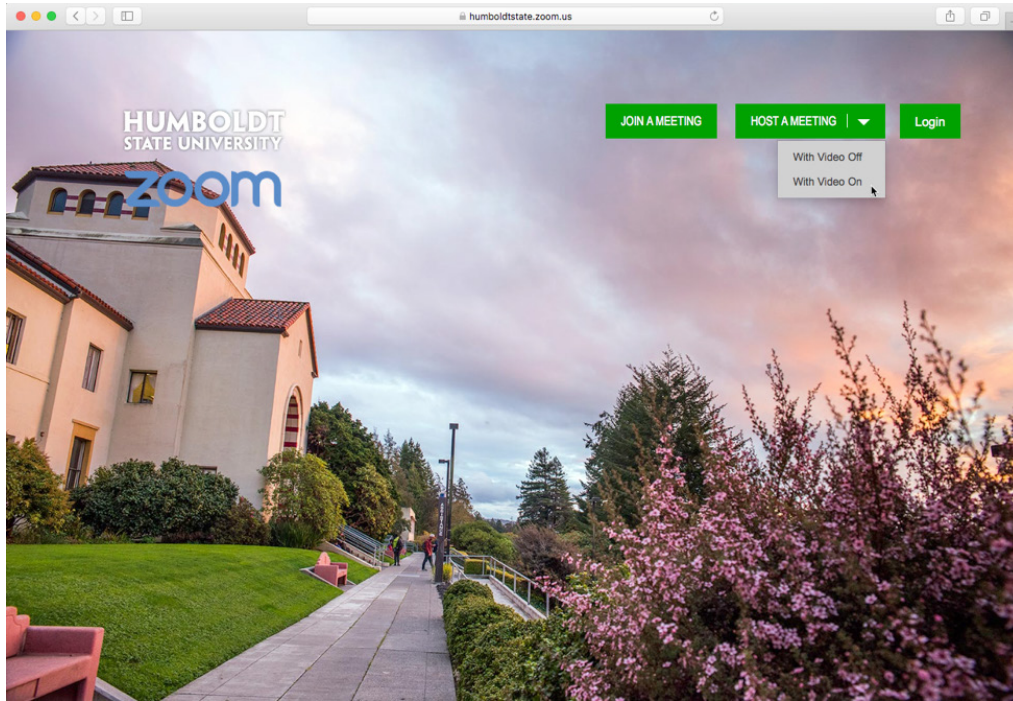**1** Check that the camera is working.
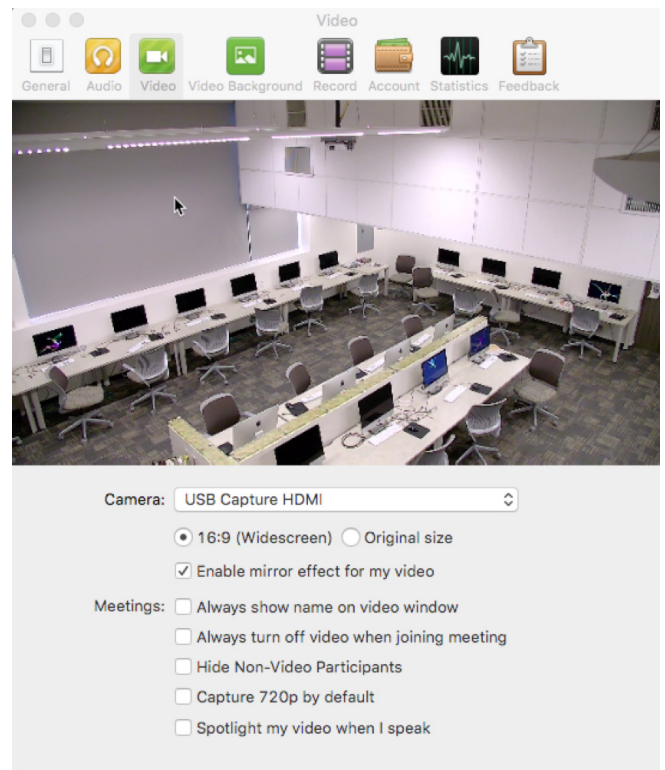

CAMERA ON: SINGLE LIGHT

CAMERA OFF: TWO LIGHTS

When the camera is on, it should also respond to use of the arrow keys on the camera remote control.

2 To use the video-conferencing equipment in a Zoom meeting, either click on the link to an existing meeting that has already been set up or browse to https://humboldtstate.zoom.us and select HOST A MEETING and choose "With Video On."
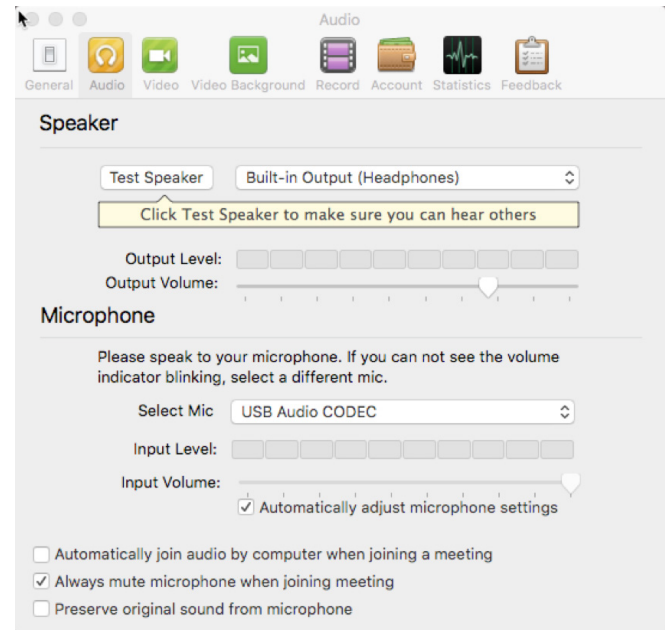

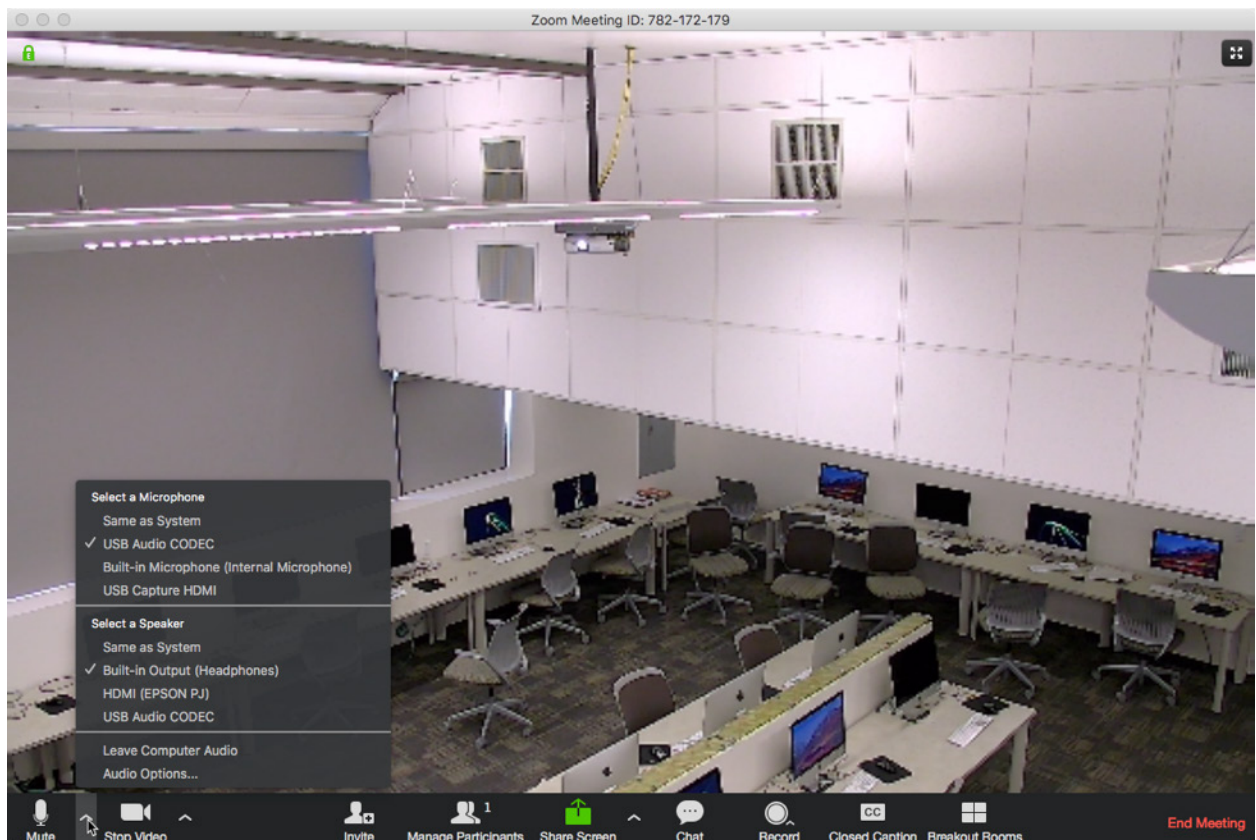**3** Make sure the camera is set to "USB Capture HDMI"

④ The speaker should be set to "Built-in Output (Headphones)" and the microphone should be set to "USB Audio CODEC".
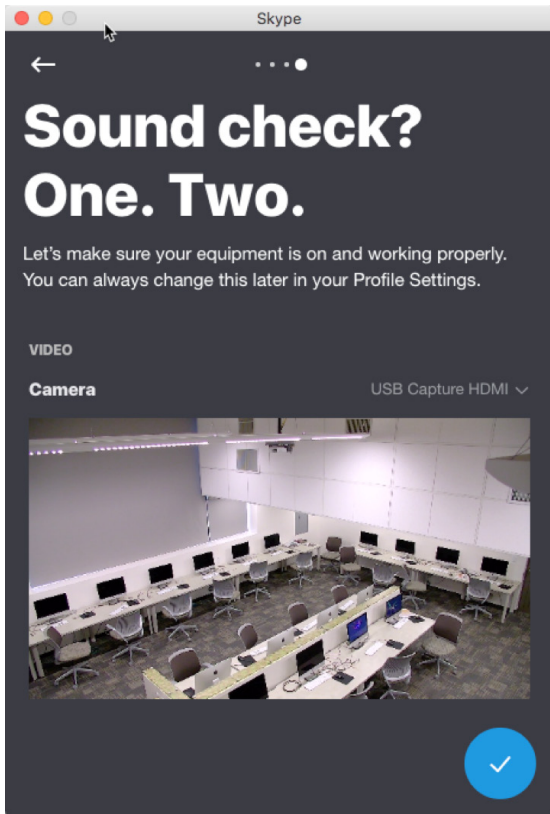
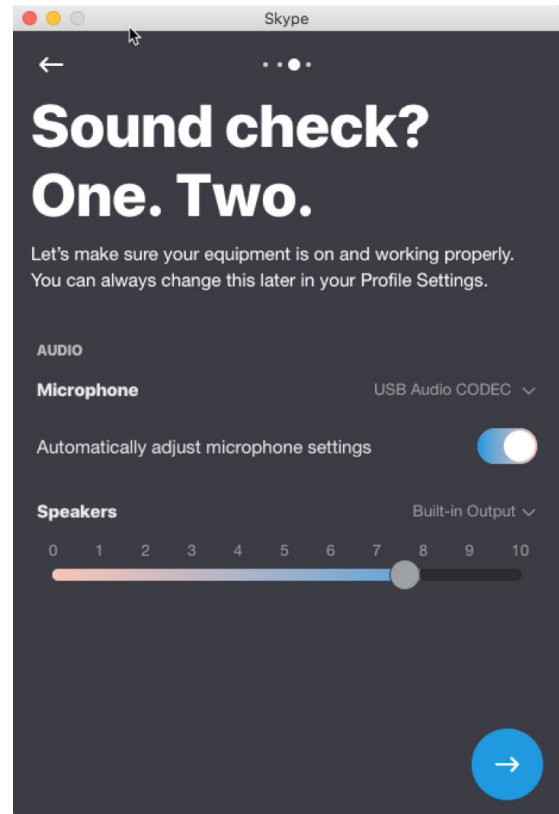*This can done either from Settings in the Zoom desktop client...*

Or from the audio controls from within the meeting itself

If you're using Skype...

The camera should be set to "USB Capture HDMI"

The speakers should be set to "Built-in Output" and the microphone should be set to "USB Audio CODEC"

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