



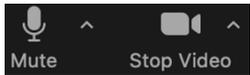
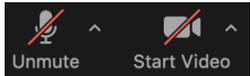
# Podium Operation Guide Sheet

## Using a Webcam

For assistance, please contact IT, ext. 6465



1. Log into the computer
2. Connect the USB cable of the webcam to the USB slot of the podium computer (note: some computers have USB slots to the right side, and some have them in front).
3. If the webcam also has an audio cable, attach it to the audio port, which is usually next to the USB slot on the podium computer.
4. Start web meeting with preferred web meeting provider (Zoom, Teams, etc.)
5. The webcams should be plug and play. Make sure your audio and video has started. If the bottom left icons for mic and camera have a red line through them, click on them.
6. Verify the audio is working properly by asking a meeting attendee (you may need to use chat for this).



On the other side of this card, “Testing Audio in Zoom” explains the steps.



# Podium Operation Guide Sheet

## Testing Audio in Zoom

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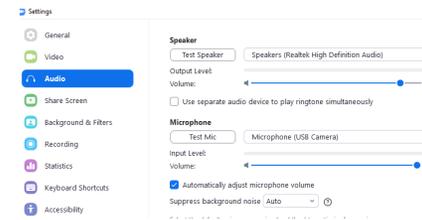
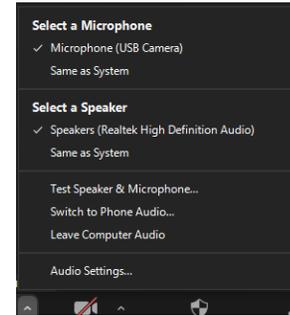


To test the sound, click on the up arrow next to Zoom’s mute/unmute button.

Choose “Test speaker & microphone”.

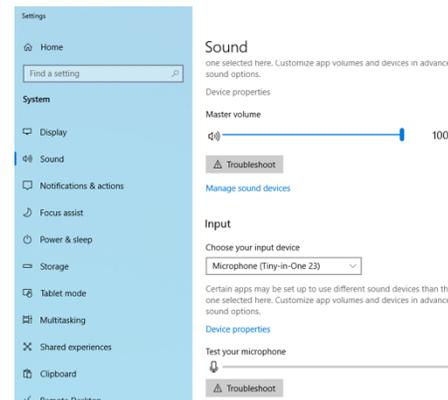
The sound should play through the classroom speakers. The microphone test should play back your voice. The program will test all available speakers and microphones if the default is not working.

You can also check the sound in Zoom’s settings window.

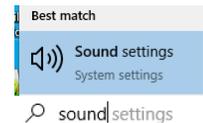


If sound or video are not working correctly:

- Try unplugging the webcam and repeating the above steps.
- Try a different USB port (back of computer may work better).
- You can also try Window’s sound settings troubleshooting feature:



Type “sound” in the lower left corner and open sound settings.



Press **Troubleshoot** for Sound or Input and follow the steps.

For persistent problems, contact the IT Help Desk.