

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.)



Stop Video



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.



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Podium Operation Guide Sheet Testing Audio in Zoom

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Select a Microphone ✓ Microphone (USB Camera) Same as System
Select a Speaker ✓ Speakers (Realtek High Definition Audio) Same as System
Test Speaker & Microphone Switch to Phone Audio Leave Computer Audio
Audio Settings

Settings Genera C video ppress background poise Auto 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:

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persistent problems, contact IT Help Desk.