

Classroom Camera & Microphone Quick Guide

For video meetings and presentations using the room's built-in camera, microphone, and speakers

Rooms: 113, 121, 133, 213, 221 & 233

Key Features

- **Built-in Camera & Microphone** – Use the room's Vaddio EasyIP 10 camera and microphone for Zoom, Microsoft Teams, or other conferencing applications.
 - **Resident PC or Your Laptop** – Use the room PC or connect your laptop using the provided **USB cable** to access the room camera and microphone.
 - **Camera Remote** – Use the remote on the podium to **pan, tilt, zoom, or select camera presets**.
 - **Room Speakers** – Meeting audio plays through the **built-in speakers near the projection screen**.
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Getting Started

- **Using your laptop?** Connect the provided **USB cable** before opening your meeting application.
- Open Zoom, Teams, or your preferred conferencing application.
- Select the camera, microphone, and speaker settings shown below.
- **Test your audio and video before starting your meeting.**

Your Settings Should Look Like This:

 **Camera** → *EasyIP Decoder*

 **Microphone** → *Echo Cancelling Speakerphone (EasyIP Decoder)*

 **Speaker** → *Speakers (Synaptics HD Audio)*

Troubleshooting

- **No Camera or Microphone?** Check that the USB cable is securely connected.
 - **Can't Hear the Meeting?** Make sure **Speakers (Synaptics HD Audio)** is selected as your speaker/output.
 - **Others Can't Hear You?** Make sure **Echo Cancelling Speakerphone (EasyIP Decoder)** is selected as your microphone.
 - **Wrong Camera?** Select **EasyIP Decoder** instead of your laptop's built-in camera.
 - **Need to Adjust the Camera?** Use the **remote on the podium** to pan, tilt, or zoom.
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Need Help?

Front Desk Phone: **847-665-4008** or, visit front desk

Technology Support: **IT_Support@ucenter.org**