

Resource Library

AUDIO & VIDEO SETTINGS IN THE CLASSROOM

Due to the use of classrooms by multiple professors, it is important to remember to check that the classroom microphone and camera are on. From within the classroom and Zoom, there are a few ways to confirm, change, and test your audio properties.

1. Notice the microphone icon/button at the bottom right of the Zoom window. It will fill with green in response to your voice.
2. If you are using the gooseneck microphone built into the lectern, ensure that (A) it is pointing towards you, and (B) you are within 10 feet of it.
3. To mute or unmute yourself, click the microphone icon. This toggles the mute function every time you click it.
4. If you do not hear any audio or your students do not hear you, follow these

[troubleshoot any Zoom audio issues](#)

[instructions to run an audio test](#)

CHANGING CAMERA PRESETS AND ZOOM VIDEO SETTINGS

You may want to change the camera presets in the room to change what it points at or focuses on. Below are instructions for both the touch panel (LCD touch screen):

- i. Tap the Camera button.
 - ii. Tap one of the preset buttons on the screen (e.g. Altern, Front of Room, Whiteboard).
0. If the station has a keypad (small panel with physical buttons)
- i. Locate the camera preset buttons.
 - ii. Press these buttons to change the camera preset.

