Zoom Audio

Once your Zoom meeting is connected, make sure the microphone and the speaker are both set to "Echo Canceling Speakerphone" in the Zoom settings.



Go to Audio Settings and look for the following:

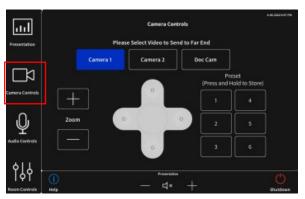
- Uncheck the "Automatically adjust microphone volume" box.
- Change "Suppress background noise" from Auto to Low.
- Click on the "Advanced" button, change "Signal processing" from Auto to Off.

General	Speaker
Video	Test Speaker Echo Cancelling Speakerphone (NS-SUE246-DSP)
Audio	Output Level: Volume:
Share Screen	Use separate audio device to play ringtone simultaneously
Background & Filters	Microphone
Recording	Test Mic Echo Cancelling Speakerphone (NS-SUE246-DSP) Input Level:
Statistics	Volume:
Feedback	Automatically adjust microphone volume
Keyboard Shortcuts	Suppress background noise Learn more Auto
Accessibility	O Low (faint background noises)
	Medium (computer fan, pen taps)
	High (typing, dog barks)
	Music and Professional Audio
	Show in-meeting option to enable "Original Sound" (3)
	Ringtones Default v
	· · · · · · · · ·
	Advanced

Settings	
General	< Back
C Video	Signal processing by Windows audio device drivers Off (Windows 🕥)
🔿 Audio	Echo cancellation Auto ~
Share Screen	
Background & Filters	
O Recording	
1 Statistics	
Feedback	
Keyboard Shortcuts	
Accessibility	

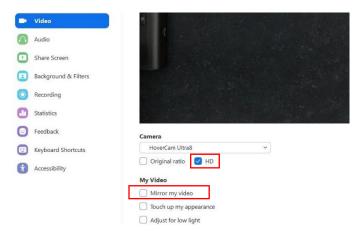
Zoom Video

Before you make a change in Zoom, check to see if the document camera is turned on. Using the touch screen panel on the Smart Station desk, go to "Camera Controls" on the left-hand side to switch between Camera 1 (instructor), Camera 2 (students), and Doc Cam.

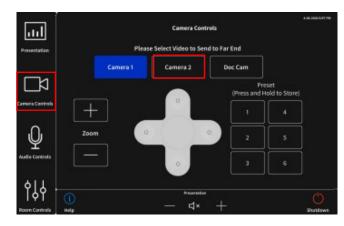


In the Zoom video settings:

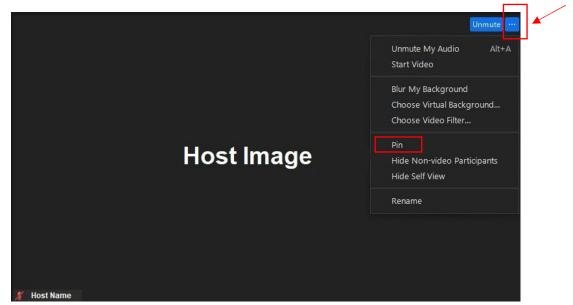
- Select "HD."
- Make sure "Mirror my video" is unchecked.



If you are the campus receiving the Zoom meeting, check all the audio and video settings and make sure your camera is set to "Camera 2" on the Smart Station touch screen.



In Zoom, pin the host so their image is the largest on the screen.



Sharing a video from the computer:

Once you select the green "Share Screen"	button, a new window will open up with all of the computer's
	active sources.

Make sure to select the checkboxes for "Share sound" and "Optimize for video clip" before choosing the source to play a video. This will help with the video's playback quality during the Zoom call.

	Basic	Advanced	
1	2		
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			0
Screen 1	Screen 2	Whiteboard	iPhone/iPad
A STATE OF A		Whiteboard	iPhone/iPad

Focus Mode for recording:

If you are recording a Zoom meeting, enabling "Focus Mode" will help capture only what you are sending on your screen. This setting will need to be enabled in your Zoom user account before you start a Zoom meeting.

	PLANS & PRICING CONTACT SALES RE	SOURCES - SCHEDULE JOIN HOST - WHITEBOARD
Profile		
Meetings	Q Search Settings	
Webinars	Meeting Recording	Audio Conferencing Collaboration Devices Zoom Apps Whiteboard 🚥 Workspaces
Personal Contacts	× ••••	
Whiteboards NEW	Security	Security
tecordings	Schedule Meeting	
ecordings	In Meeting (Basic)	Require that all meetings are secured with one security option
Settings	In Meeting (Advanced)	Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all
Account Profile	Calendar and Contacts	meetings with Waiting Room. Learn more 🐨
deports		
	Email Notification	Waiting Room
	Other	When participants join a meeting, place them in a waiting room and require the host to admit them
		individually. Enabling the waiting room automatically disables the setting for allowing participants to join
Zoom Learning Center		before host.
Attend Live Training		Waiting Room Options
/ideo Tutorials		The options you select here apply to meetings hosted by users who turned 'Waiting Room' on
Knowledge Base		✓ Everyone will go in the waiting room

After signing in to your account, go to "Settings" than "Meeting."

Click on "In Meeting (Advanced)" and turn on "Focus Mode." This setting will be saved in your account for future use.

ANS & PRICING CONTACT SALES RESOUR	sces → sch	IEDULE JOIN HOST -
Security Schedule Meeting In Meeting (Basic) In Meeting (Advanced) Calendar and Contacts Email Notification Other	Video filters Turn this option on to allow users to apply filters to their videos ☺ Avatars Enable this option to allow users to select an avatar that will be shown in meetings. ☺ Immersive View Allow hosts to curate case-specific scenes, such as a classroom or boardroom for their meetings or webinars. ☺	
	Focus Mode A mode that shows only hosts and co-hosts' videos and profile pictures during a meeting. Focus Mode can be found in the "More" menu in the in-meeting toolbar. ☑ Allow host to enable focus mode when scheduling ☑	

If you need any assistance, please contact the Technical Support desk at extension 3303.