Swing Conference Room Quick Reference Guide

Using the Conference Camera and Microphone System:

The pan-tilt-zoom conference camera, and tabletop microphones are connected directly to the computer installed inside the table. These devices can be used with any video conferencing or remote meeting software installed on the computer. Teams, GoToMeeting, Zoom, and Blackboard Collaborate are examples.

1. Turn on the television using the Sony remote control.

2. The television will automatically default to the correct input when it powers up. The correct input for the PC in the table is **Computer & Laptop**.
   If the input was changed by another user, press the input button on the Sony remote control and use the arrow buttons to move to the **Computer & Laptop** input; it will be highlighted on screen.

3. Use the wireless keyboard and mouse to wake up the computer. Pressing the spacebar or shaking the mouse will work. Make sure the keyboard and mouse are turned on.

4. Log in using your North Central College credentials.

5. Launch the desired remote meeting software. (Teams will be our example).

6. Before the meeting begins, make certain the correct microphone and speakers are selected. Open the device settings within Teams.

   The correct camera will automatically be used because it is the only camera connected to the computer.
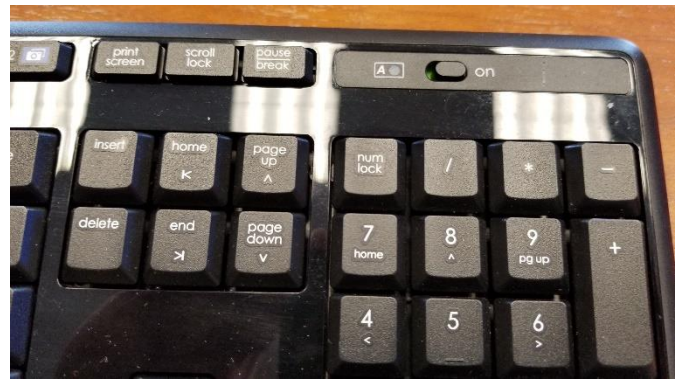
7. See the image at the right for the correct settings.

   To change the devices, click on the arrow to the right of the name of the device displayed.

   Look carefully, choose the options that include LOGI GROUP SPEAKERPHONE to utilize the tabletop microphones and speaker.

   Audio Devices: ***Logi Group Speakerphone***

   Speaker: ***Echo Cancelling Speakerphone (Logi Group Speakerphone)***

   Microphone: ***Echo Cancelling Speakerphone (Logi Group Speakerphone)***
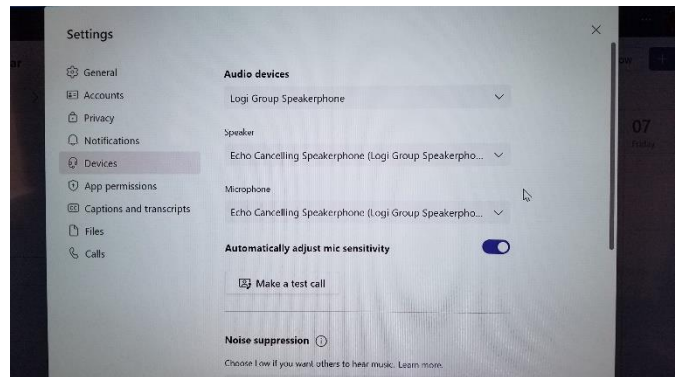
8. The camera will pan, tilt, and zoom to accommodate most any conference setting. Use the camera remote to reposition the camera angle as desired.