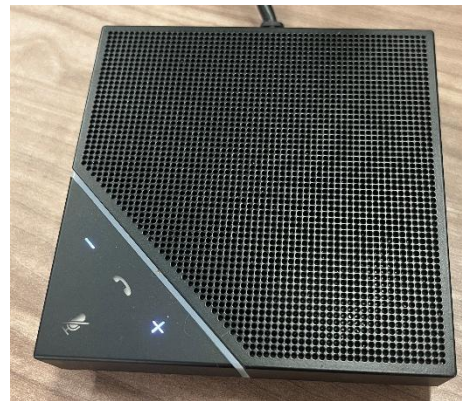# How to use the Web Cameras with Integrated Microphones

Using the Web Cameras with integrated Microphones in UNSW Teaching Spaces

Some UNSW teaching spaces are equipped with **HD Web Cameras**, **Microphones** and **Speakers** to support hybrid class delivery using video conferencing tools like Microsoft Teams, Zoom or Blackboard Collaborate.
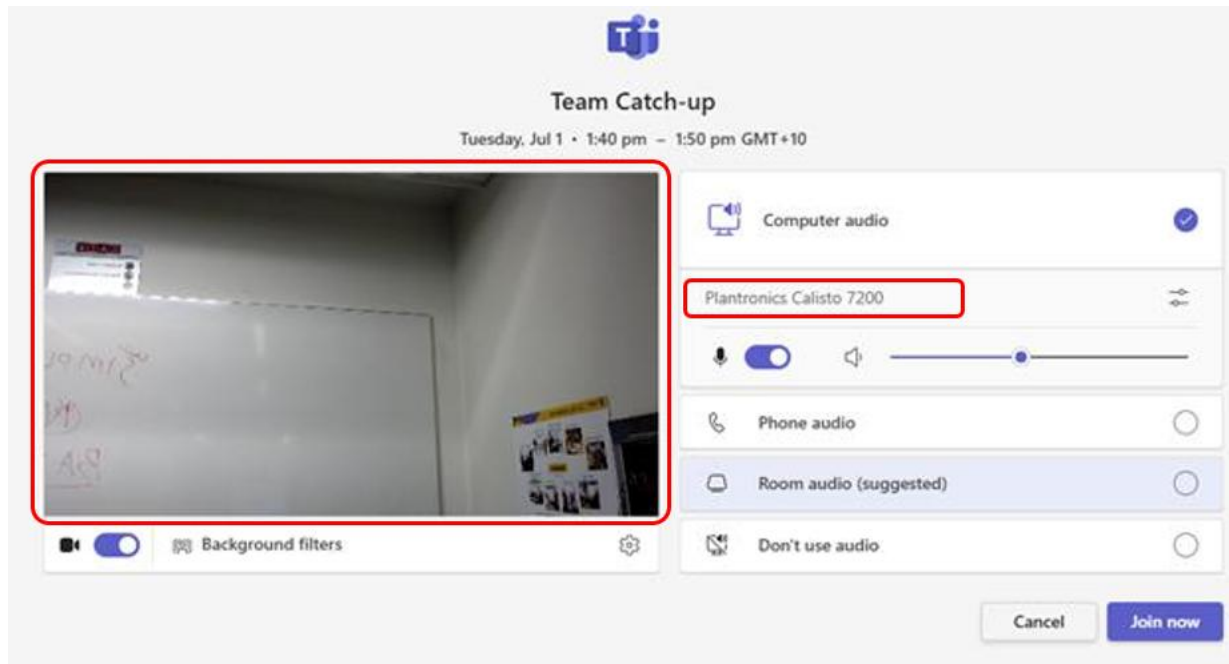

Getting Started

1. Launch your preferred video conferencing tool.

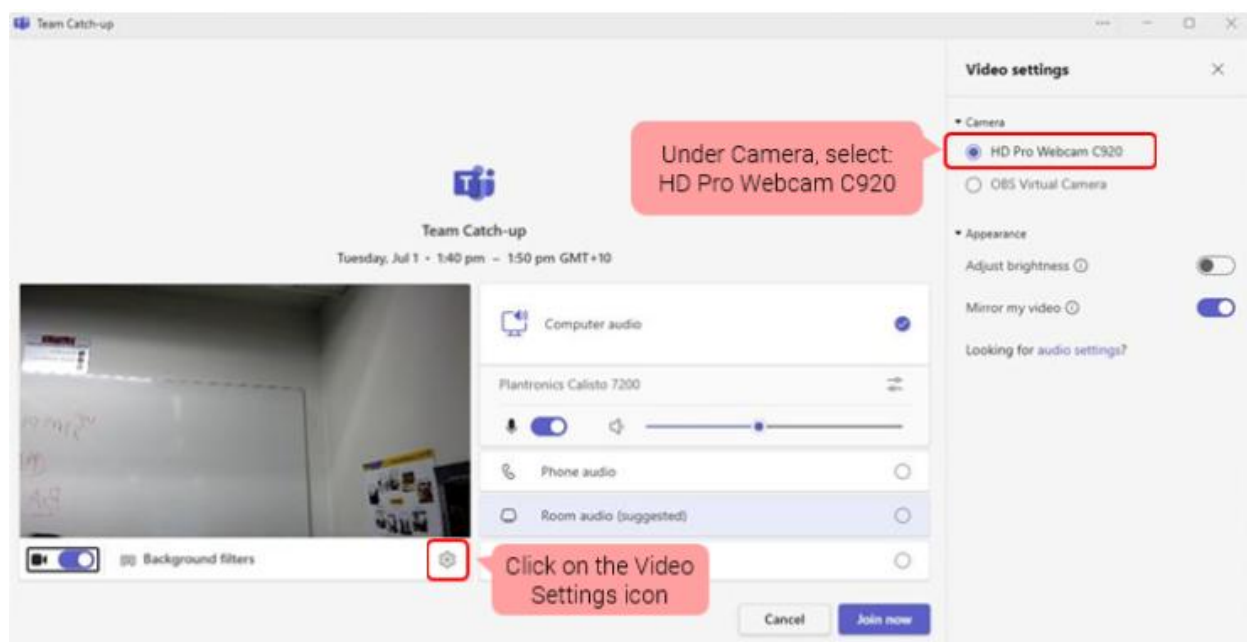The system should automatically detect and select:

- Camera: *Logitech C920 HD Pro Webcam*
- Microphone & Speaker: *Plantronics Calisto 7200*

How to use the Web Cameras with Integrated Microphones

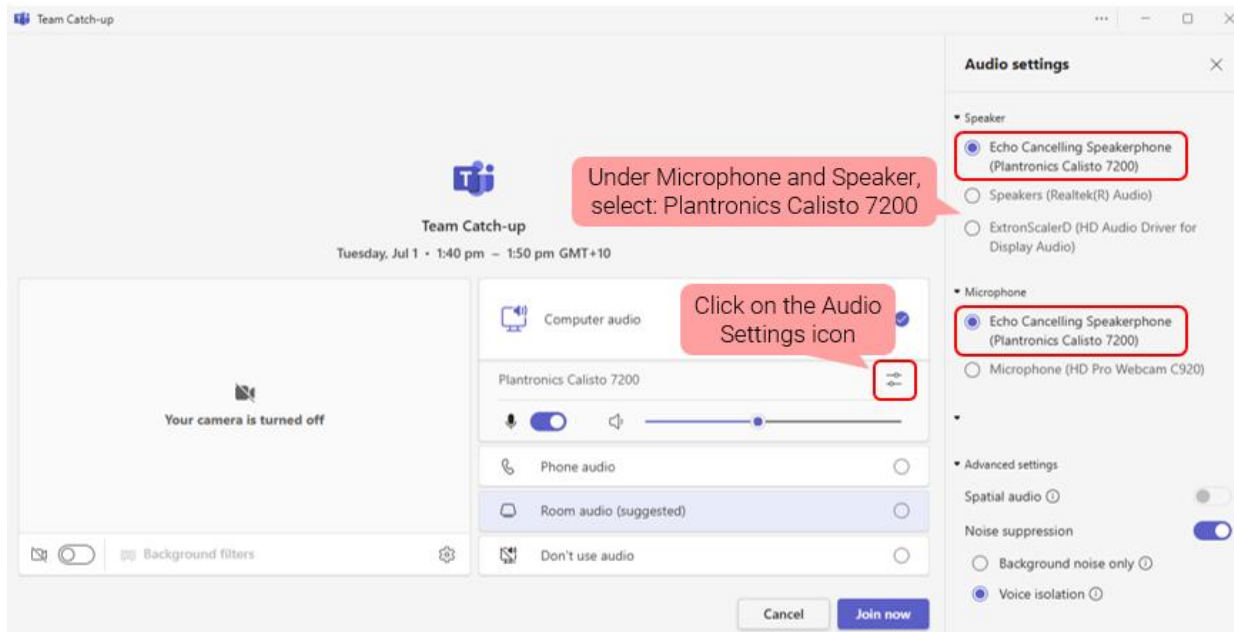
2. If devices are not automatically selected:

Camera: Click on the Video Settings icon and select the **HD Pro Webcam C920**.

How to use the Web Cameras with Integrated Microphones

Microphones and Speakers: Click on the Audio Settings icon and select the **Plantronics Calisto 7200**.

During the Call

When you click 'Join now', a blue light will appear on the webcam, indicating it's active. The Microphone/speaker will also light up.

How to use the Web Cameras with Integrated Microphones

Using the Microphone & Speaker Controls

- Once you've joined the call, use the **+** / **-** buttons on the speaker unit to adjust volume.
- Tap the microphone icon 🎤 to mute/unmute:
    - Red light = Muted
    - Green light = Unmuted
- To leave the call, you can press the red phone icon 📞

Camera Positioning & Screen Sharing

You can adjust the monitor to reposition the webcam if you'd like to focus on a specific area (e.g., part of the whiteboard).

- Please note that there are limitations to the angle the camera can reach, as it is attached to the monitor in a fixed position.

To ensure online students can see your slides:

- Share your slide deck directly through the video conferencing tool.

Recording your Class

If you'd like to record the session for students:

- Click the 'Record' button after joining the call.
- Make sure you inform students that the session is being recorded.