

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 functioning properly for your presentation. Once your Zoom session is open, use this guide to test and customize your settings.

CHECKING ZOOM AUDIO SETTINGS

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 color 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 un-mute 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 [instructions to run an audio test and troubleshoot any Zoom audio issues](#).

CHANGING CAMERA PRESETS AND ZOOM VIDEO SETTINGS

You may want to change the camera presets in the room to change what it is pointing at or focuses on. Below are instructions for both the **touch panel (LCD touchscreen)** and **keypad (small panel with physical buttons)**.

1. Locate the **touch panel or keypad** on the teaching station.
 - a. If your station has a **touch panel (LCD touchscreen)**:
 - i. Tap the **Camera** button.
 - ii. Tap one of the preset buttons on the screen (e.g. Lectern, Front of Room, Whiteboard).
 - b. 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 (e.g. Lectern, Front of Room, Whiteboard).

For a guide on how to customize and check all Zoom video settings [follow the instructions linked here](#).

