

# Skype

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We have a free Skype account for Skype meetings. Our Skype Media Cart provides the audio and video inputs for Skype meetings. Microsoft now allows the Group Call and Screen Sharing for free.

## Logon

1. Roll in the Skype Media Cart from the Server room to Bradford room.
2. Plug the Skype Media Cart to the wall power outlet.
3. Connect the Skype Media Cart to the built-in desktop computer via the USB 3 cable.
4. Log on to the Podium desktop as Presenter.
5. Run Skype and log on using special username and password.

## Windows Speaker

1. In the Windows, right click on the speaker icon at the lower right corner of the desktop and select the "Playback devices" option. A list of one or more speakers appears
2. Right click on a speaker and select the "Test" option.
3. Repeat this test with all listed speakers and set the one that works as the default speaker.

## Skype Microphone and Speaker

1. In Skype, click "Tools" then "Options".
2. Select the "Audio Settings".
3. For Microphone select the **"Microphone (4-USB audio CODEC)"** option to use the table-top conference microphone as your mic. Make sure when you talk the Volume bar of mic shows activity.
4. Do NOT select the microphone of Logitech HD Pro Webcam C910. Do NOT select the built-in microphone, if any.
5. For Speaker select the **"Speaker: (High Definition Audio Device)"** to use the monitor-mounted speaker of the podium computer as your speaker. Make sure to test the speaker.

## Skype Webcam

1. In Skype, click "Tools" then "Options".
2. Select the "Video Settings".
3. Select the **"Logitech HD Pro Webcam C910"**.
4. Do NOT select the built-in webcam, if any.

## Hardware

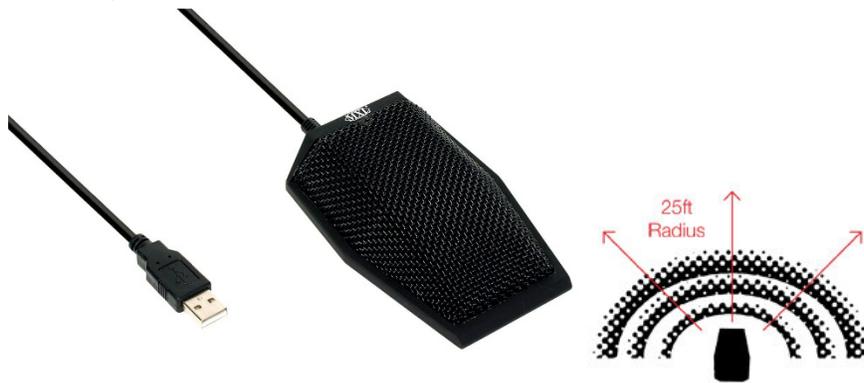
The Skype Media Cart provides the audio and video inputs for Skype session. The system costs about \$468 and consists of the following components:

### Webcam



The cart is equipped with a Logitech HD Pro Webcam C920, 1080p Widescreen Video Calling and Recording web cam (Catalog number B006JH8T3S at Amazon for \$68.99). It is mounted on an adjustable stand.

### Microphone



The cart is equipped with a MXL AC404 USB Conference Microphone (Catalog number B001TGTFDM at Amazon for \$77.49). **This microphone captures sound from a 25 ft. radius**, making it ideal for conference rooms.

### USB Hub



Both the webcam and microphone are connected to a powered USB hub: “Plugable 7-Port USB 3.0 SuperSpeed Hub with 25W Power Adapter” (Catalog number B008ZGKWQI U at Amazon for \$29.95).

## USB Cable



The USB Hub is connected to the built-in desktop computer in the Podium via a USB 3.0 cable: “Cable Matters SuperSpeed USB 3.0 Type A Male to Female Active Extension Cable 10 Meters/32.8 Feet” (Catalog number B00DMFFL2W at Amazon for \$34.99).

The maximum length of common USB cables is about six feet, but this special cable extends this limit to 32 feet.

## Camera Stand



The webcam is currently mounted on a modified copy stand, but ideally should be mounted on a special stand: “CamStand® 5 Pro Camera Stand / Copy Stand” (catalog number B008TUOWTS at Amazon for \$99.95).

## Media Cart



The webcam and its stand are mounted on a media cart: “Safco Products 8927BL Projector AV Stand, Black” (Catalog number B001MS6XUU at Amazon for \$155.98)

## Budget

Component	Price
Webcam	\$68.99
Microphone	\$77.49
USB Hub	\$29.95
USB Cable	\$34.99
Cam Stand	\$99.95
Media cart	\$155.98
<b>TOTAL</b>	<b>\$467.35</b>