

Skype Media Cart

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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 back room to Foster room.
2. Connect the media cart to the outlets on the front of the room:
 - Connect the black cable to the outlet for network, connect the red cable to outlet for USB over CAT5e, and connect the power cable to the outlet for power.
 - These cables connects the webcam and microphone of Media cart to the podium desktop.
3. Log on to the podium desktop as Presenter.
4. 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 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.