Teaching Mode: Conferencing - Audio Best Practices

- **IMPORTANT!** You **MUST** use the desktop provided at the lectern.
- Use a headset for clarity and consistent volume.
- Use the *Follow Conversation* feature during a large discussion to follow each participant.
  
  **Note:** There is a 2 second audio switch delay and a 5 second camera delay so that the audio/camera does not jump around. Also note that the presenter microphone has priority and student machines impact the feature (turn external audio off when using this feature).

- With audio from multiple locations, it is best to use the cluster workstation’s internal speakers. This can be set at the workstation, select **Apple > System Preferences > Sound > Select Internal Speakers.** To project audio throughout the room, select **Lectern (Crestron).**

- To receive audio from remote participants through the room’s sound system, use the AV Bridge selection. At the lectern, select **Apple > System Preferences > Sound > Select AV Bridge.**

- For participants at remote locations, mute audio when not speaking to eliminate background noise (e.g. typing).

**NOTE:** Software-based conferencing applications (not limited to but including Google Hangout, Skype, etc.) are NOT supported by Computing Services; refer to the software’s help documentation for instructions.