Teaching Mode: Conferencing

1. Touch **Desktop** under Lectern Device to Display.
2. Touch **Main Display Primary Source** (under the Main Display Source banner).
3. Touch **Synchronize all Displays with Main Display** under Display Controls.
4. Touch **Setup Cameras For Conferencing Software** under Desktop Controls.
5. From the Mac Desktop, open your preferred Video Conferencing Software (e.g. Skype, Google Hangout, FaceTime).
6. Configure the camera view using the controls under Desktop Controls.

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

**Control the camera facing the presenter**

**Control the camera facing the audience**

**Camera will follow audio in the room**

**Camera returns to a Home preset**

**Camera returns to a Presenter preset**

**Camera zooms out to cover a larger area**

**Arrow Buttons** - pan the camera left, right, up, down

**Magnifying Glasses** - Zoom In/Out

**Green-Highlighted Buttons** - current selection

**Blue-Highlighted Buttons** - not the current selection (inactive)
Teaching Mode: Conferencing - Video Best Practices

- **IMPORTANT!** Only ONE software-based conferencing application (such as Skype) can be used at a time. You **MUST** use the desktop provided at the lectern.
- Think about what should be the main focus for the room and adjust the camera to pan/tilt/zoom.
- Use the appropriate camera depending on the view you want to achieve (Presenter or Audience camera).
- When taking notes during conferencing, pan/tilt/zoom to a whiteboard or move a mobile whiteboard to an appropriate viewing location.

![Skype](skype.png)  ![Google Hangout](hangout.png)

**Skype** (available on the Lectern Desktop)  **Google Hangout** (google.com/hangouts)

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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).

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