Lecture Capture Origination Webex Classroom Instructions
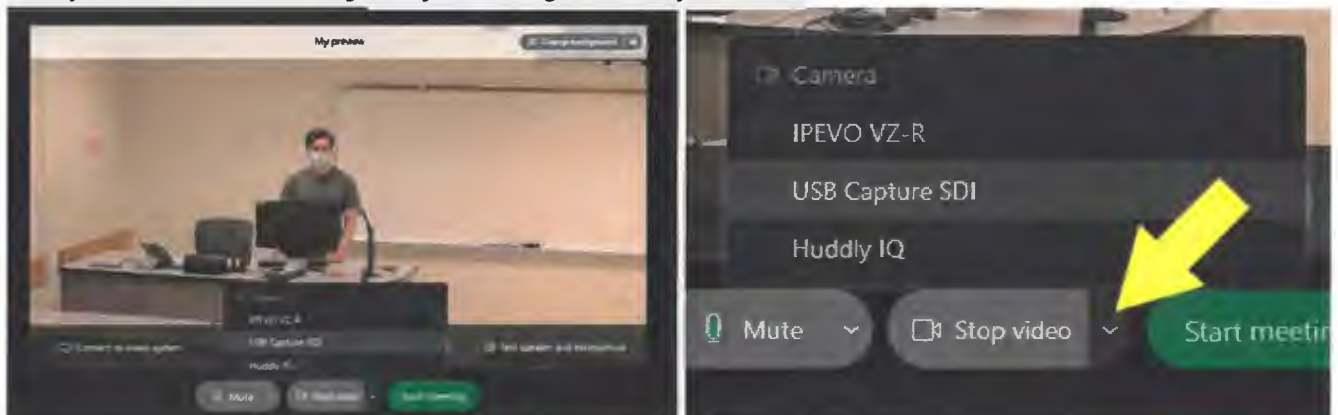

Note: The technology in the classroom is designed to work Webex as you would with a laptop except the camera is mounted on the wall and the microphone is attached to your clothing.

Pre-Class Setup

1. Start the computer and log in with your **LCC User ID**.

2. **Power On** Projector and select **PC**

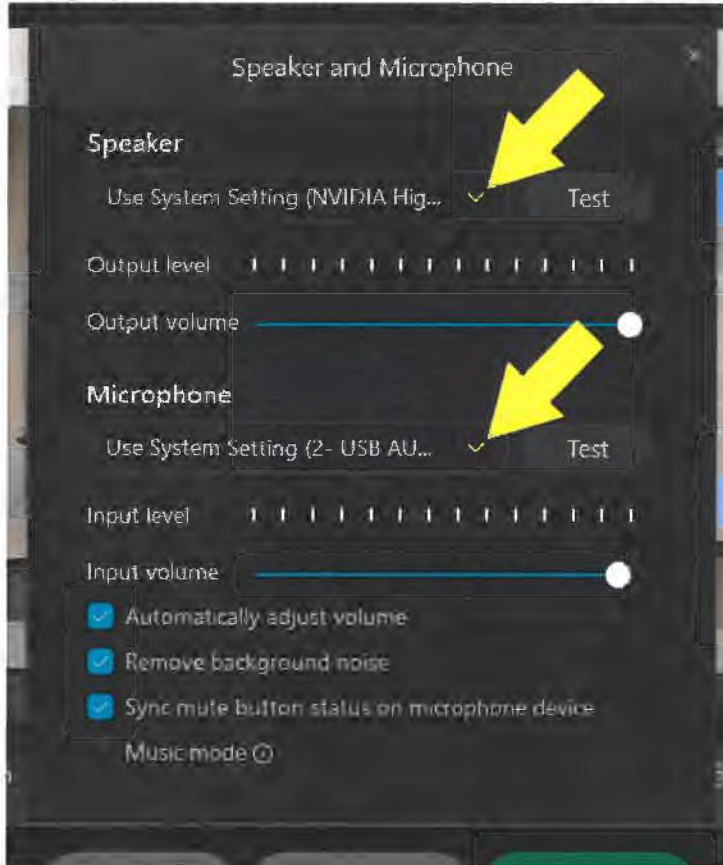3. Put on Microphone (Remove noisy jewelry)

4. Open Webex and click **Start a Meeting**

5. Verify the Camera shows **you** by selecting **USB Capture SDI**

6. Click **Test Speaker and Microphone**

7. Verify Speaker is **Extron HDMI** or **Creston Audio and** Microphone is **2- USB AUDIO CODEC**
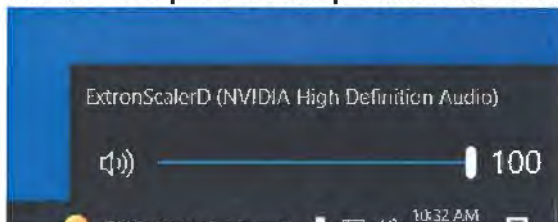

8. Walk across the front of the classroom to ensure the camera at the rear of the room is following you

   *Note: To turn the camera on/off, pick up the remote and select **1** and then hold the red **Power Button** down for five seconds.*

9. Set the Computer desktop volume is 100%

10. Set the room volume to 50% to start

11. Click **Start Meeting**

12. Speak to audience members and verify you can hear and see each other.

13. Please return microphone when finished for next class

Visualizer Pre-Class Setup

1. Open the **IPEVO Visualizer** software. *(Software should open on startup)*

2. Check visualizer is switched on

3. In the active Webex meeting select **Share** and select **Visualizer.**

   Note: This will ensure the Visualizer is full screen for your Webex audience.

Getting Help

If things are not working, contact the **AV Services** or **LCC Help Desk** (x5221).