

# Using the Classroom Camera and Microphone with Microsoft Teams

1

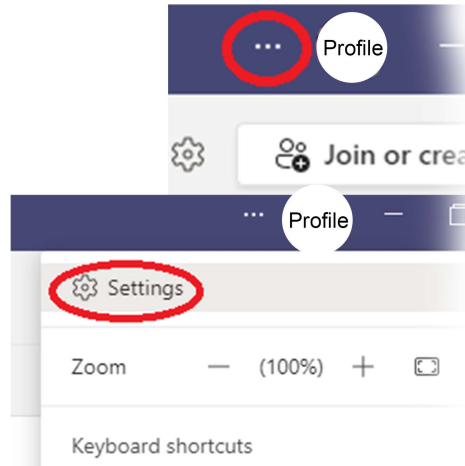
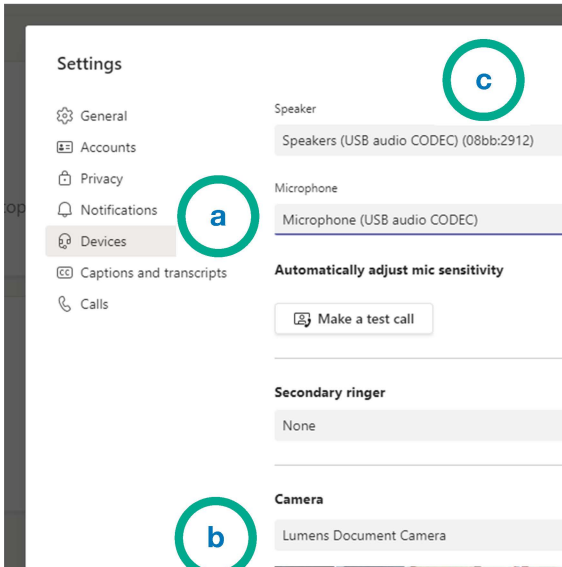
## Make sure the camera and microphone are plugged into computer.

Both the camera and microphone use simple USB-A connections. If their USB cables are plugged in, the computer will recognize them.



2

**Launch Teams** and open settings by clicking the three dots next to your initials or profile picture in the top right corner. Once in settings, select “Devices” to set your AV devices.



- a** Under microphone select the option with USB in the title of the device. \*Do not use Lumens for audio\*
- b** Under the camera choose Lumens Document Camera.
- c** You may need to test the speaker devices to find the correct setting. Use the “Make a Test call” until the sound works properly.

**Camera**  
Lumens DC-125 HD Portable Camera



Document Camera Position



Webcam Position

**Microphone**  
Audio-Technica Boundary Microphone



Microphone allows for hands free operation at a distance up to 20 feet.

**Need Assistance?**

Find information regarding the classroom equipment at [www.kent.edu/KeepOnTeaching](http://www.kent.edu/KeepOnTeaching)  
 For tech support: **contact your local IT support professional or the help desk at x24357**

## Recording

- 1** Once the meeting is started, open the context menu signified by three dots at the top right corner of the window.
- 2** Select "Start Recording"
- 3** Verify the recording has started
- 4** Stop recording by clicking the same menu and select "Stop Recording"

