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.

- **Camera**: Lumens DC-125 HD Portable Camera
  - Document Camera Position

- **Microphone**: Audio-Technica Boundary Microphone
  - Webcam Position
  - Microphone allows for hands free operation at a distance up to 20 feet.

Under microphone select the option with USB in the title of the device. *Do not use Lumens for audio*

Under the camera choose Lumens Document Camera.

You may need to test the speaker devices to find the correct setting. Use the “Make a Test call” until the sound works properly.

Need Assistance?

Find information regarding the classroom equipment at 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”