

Department Skype System in Bradford Room (2219 Meyer)

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1 – Check out the Department Skype System in a box from the Front Office. Go to Bradford Room (2219 Meyer Hall).



2 – Unpack the webcam, small tripod, conference microphone, and SUB hub.

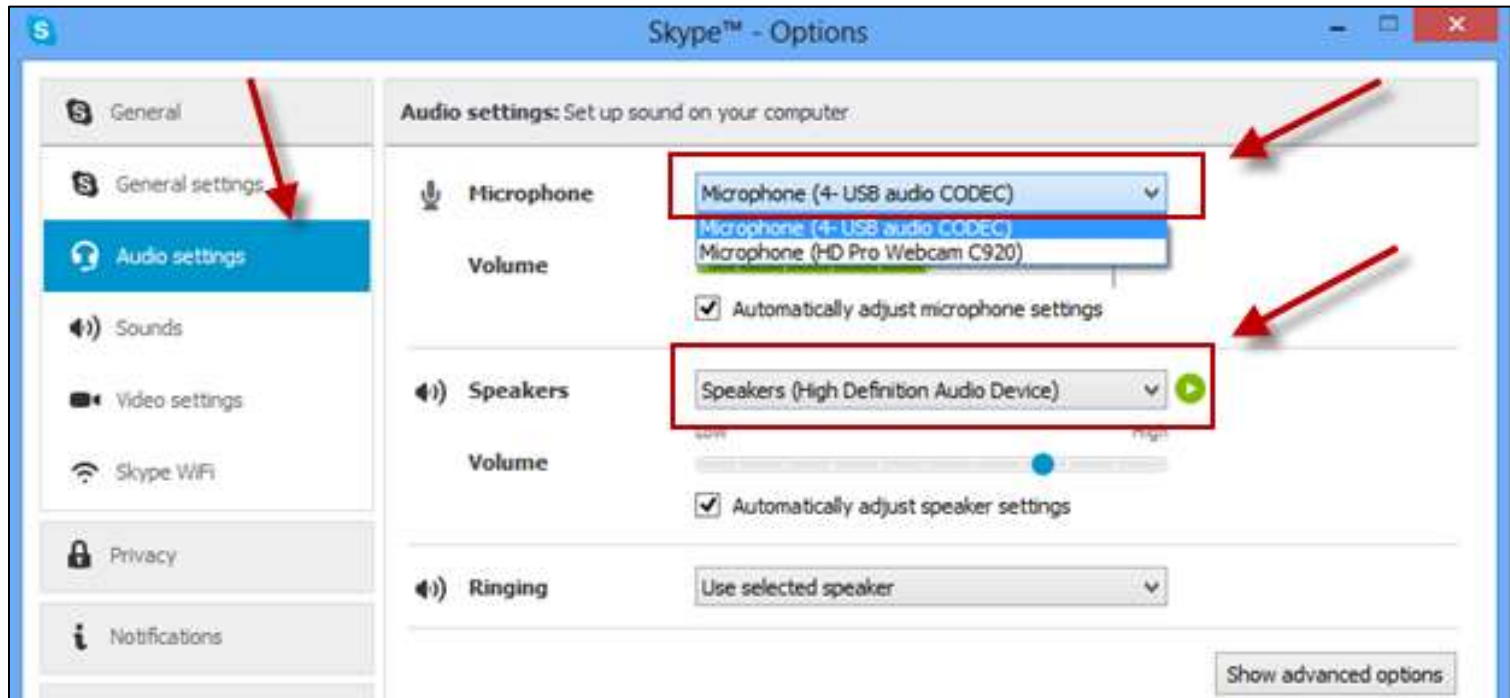


3 – Plug the USB hub to the power outlet in the front compartment of the big table. Plug the hub's USB cable to the USB extension cable in the same compartment. This USB Extension cable is connected to the podium desktop computer.



4 – Connect the Webcam and conference microphone to the USB hub.
The Skype system is now ready to be used.

Select Microphone and Speaker



5 – Run Skype program and sign in with your Skype name and password.

6 – Click **Tools** and then **Options**. Select the “**Audio Settings**”

7 – For **Microphone** select the “**Microphone (4-USB audio CODEC)**” option to use the table-top conference microphone as your mic. Make sure when you talk the Volume bar of mic shows activity.

8 – For **Speaker** select the “**Speaker: (High Definition Audio Device)**” to use the monitor-mounted speaker of the podium computer as your speaker.



9 – After you are done, put the webcam, tripod, conference microphone, and USB hub in their boxes and put these boxes in the Skype Box.