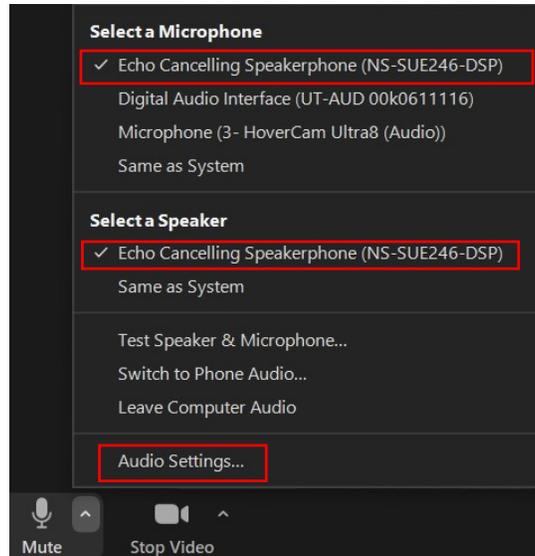


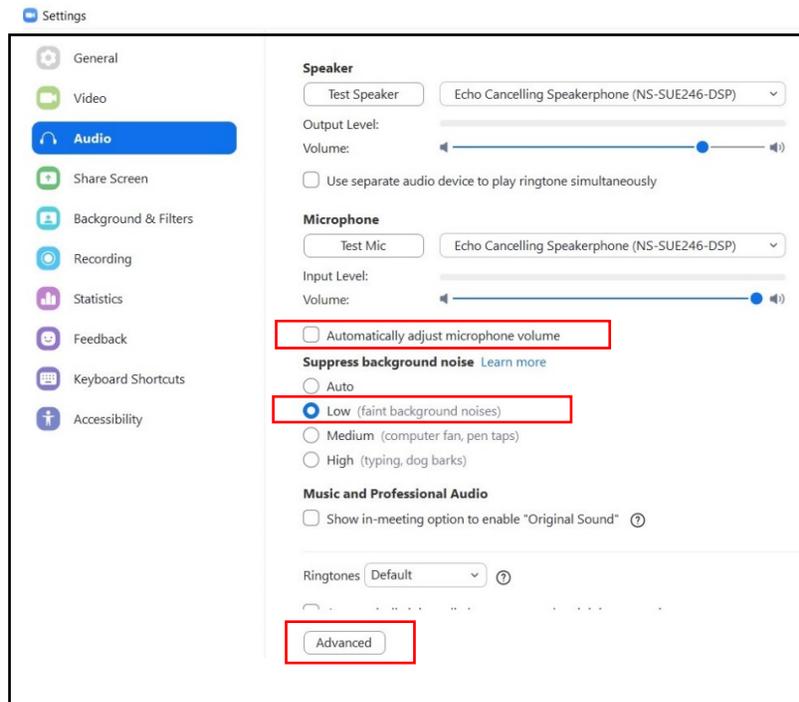
Zoom Audio

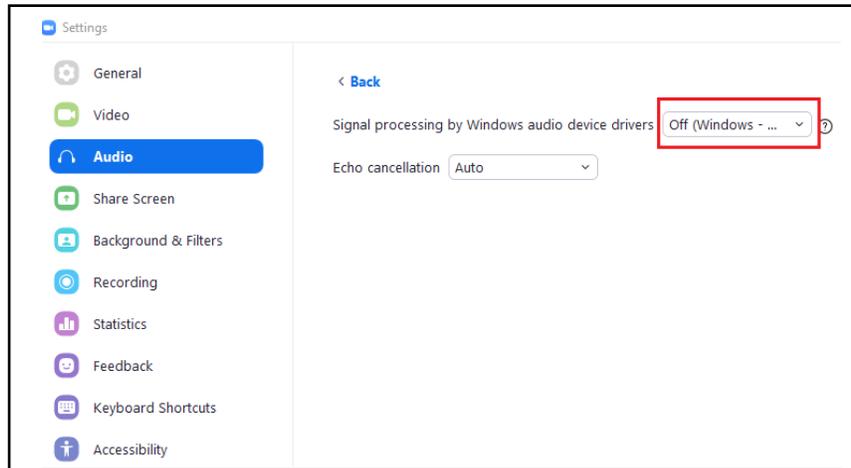
Once your Zoom meeting is connected, make sure the microphone and the speaker are both set to “Echo Canceling Speakerphone” in the Zoom settings.



Go to Audio Settings and look for the following:

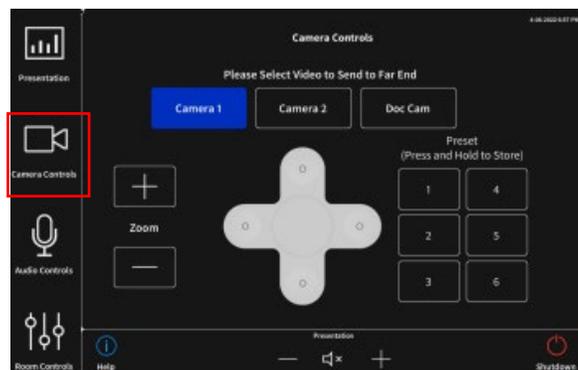
- Uncheck the “Automatically adjust microphone volume” box.
- Change “Suppress background noise” from Auto to Low.
- Click on the “Advanced” button, change “Signal processing” from Auto to Off.





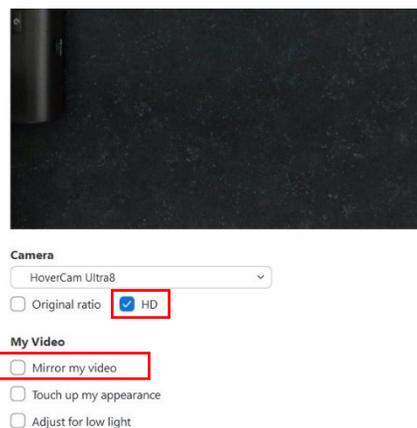
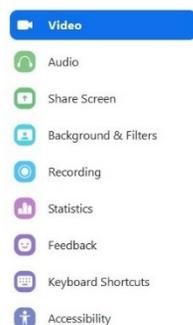
Zoom Video

Before you make a change in Zoom, check to see if the document camera is turned on. Using the touch screen panel on the Smart Station desk, go to “Camera Controls” on the left-hand side to switch between Camera 1 (instructor), Camera 2 (students), and Doc Cam.

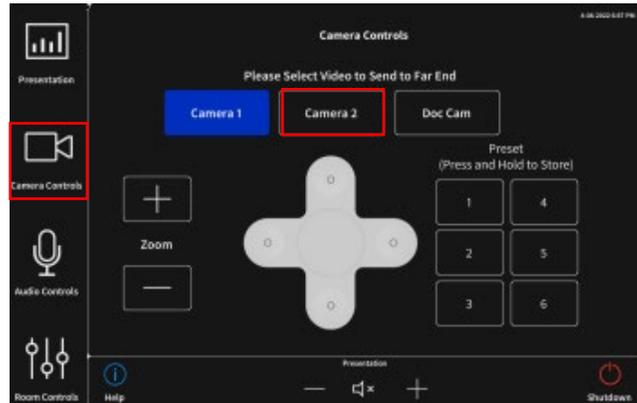


In the Zoom video settings:

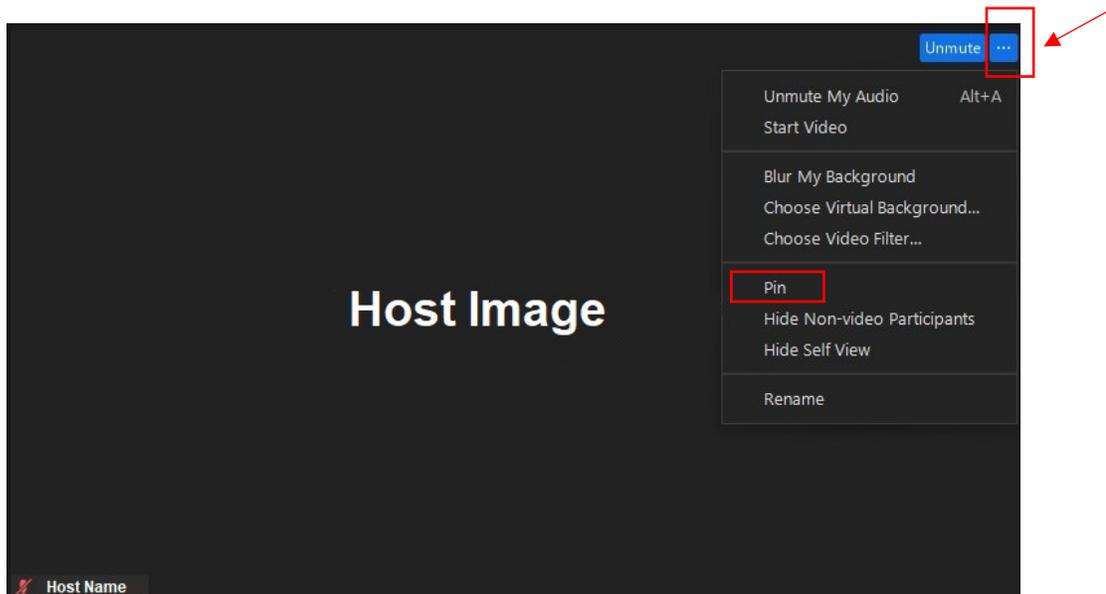
- Select “HD.”
- Make sure “Mirror my video” is unchecked.



If you are the campus receiving the Zoom meeting, check all the audio and video settings and make sure your camera is set to “Camera 2” on the Smart Station touch screen.



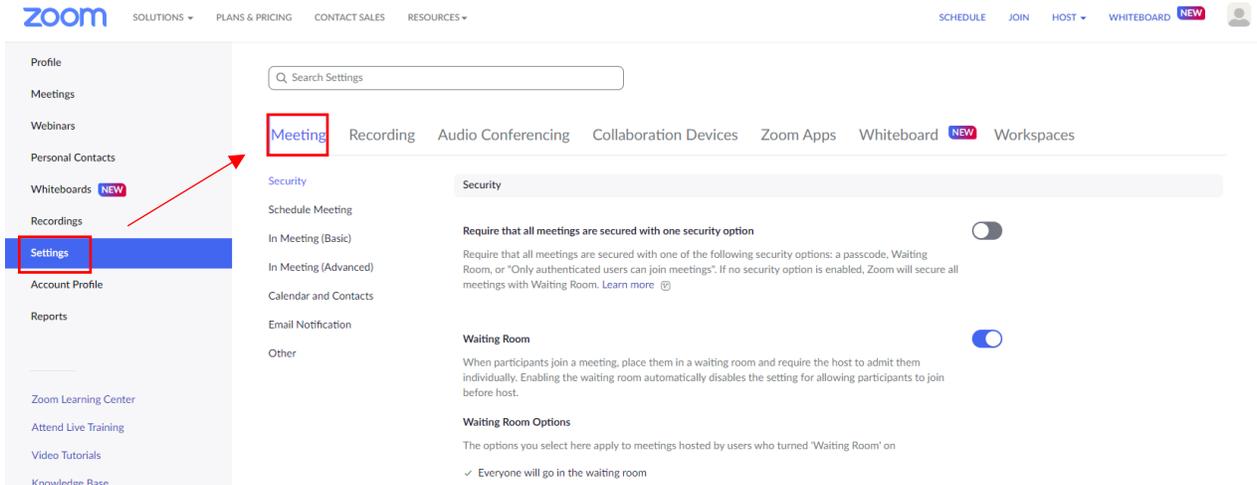
In Zoom, pin the host so their image is the largest on the screen.



Focus Mode for recording:

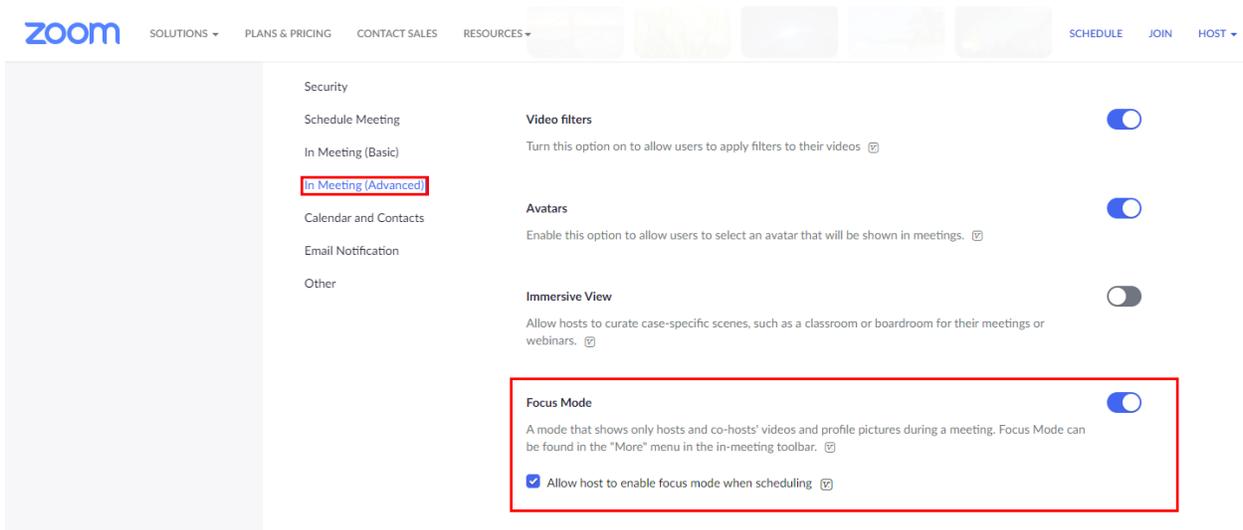
If you are recording a Zoom meeting, enabling “Focus Mode” will help capture only what you are sending on your screen. This setting will need to be enabled in your Zoom user account before you start a Zoom meeting.

After signing in to your account, go to “Settings” than “Meeting.”



The screenshot shows the Zoom user interface. The top navigation bar includes the Zoom logo, menu items like SOLUTIONS, PLANS & PRICING, CONTACT SALES, and RESOURCES, and user actions like SCHEDULE, JOIN, HOST, WHITEBOARD, and a profile icon. The left sidebar contains a list of settings categories: Profile, Meetings, Webinars, Personal Contacts, Whiteboards (NEW), Recordings, Settings (highlighted in blue), Account Profile, Reports, Zoom Learning Center, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Meeting' and contains sub-sections: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Calendar and Contacts, Email Notification, and Other. The 'In Meeting (Advanced)' section is currently visible, showing settings for 'Require that all meetings are secured with one security option' (disabled), 'Waiting Room' (enabled), and 'Waiting Room Options' (Everyone will go in the waiting room).

Click on “In Meeting (Advanced)” and turn on “Focus Mode.” This setting will be saved in your account for future use.



This screenshot shows the Zoom 'In Meeting (Advanced)' settings page. The left sidebar is the same as in the previous image, but 'In Meeting (Advanced)' is now selected. The main content area shows settings for 'Video filters' (enabled), 'Avatars' (enabled), and 'Immersive View' (disabled). The 'Focus Mode' setting is highlighted with a red box; it is currently enabled (toggle is on) and includes a checkbox for 'Allow host to enable focus mode when scheduling' which is also checked.