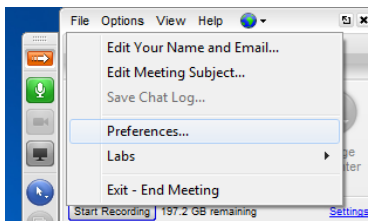


## Web Camera and Audio Usage for GoToMeeting

### Introduction

Since Gotomeeting allows us to create a virtual meeting experience, what's a meeting if you can't see a person's movement, body language or facial expressions, a conference call. Web cams allow us to gain the complete meeting experience by allowing us to interactive with our participants. In this short lesson we will go over how to setup and configure the cameras and audio settings for Gotomeeting.



### Camera Setup

**Step1:** Once you have logged into Gotomeeting on the floating tool bar

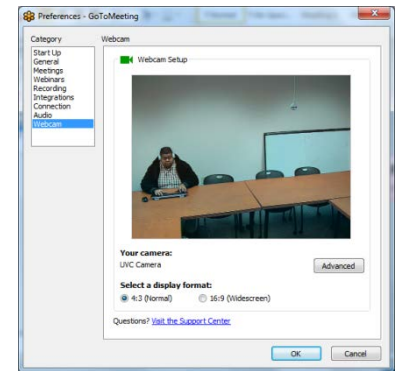
**Click File** and choose preferences from the drop-down menu.

### Step2: Choose webcam

You should see this screen with a live view of what everyone else will see while you are broadcasting during the meeting so position your camera accordingly.

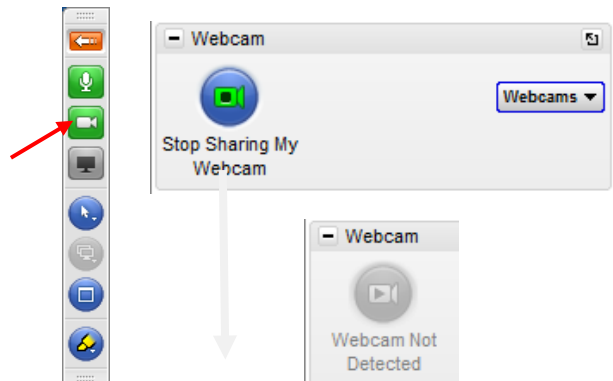
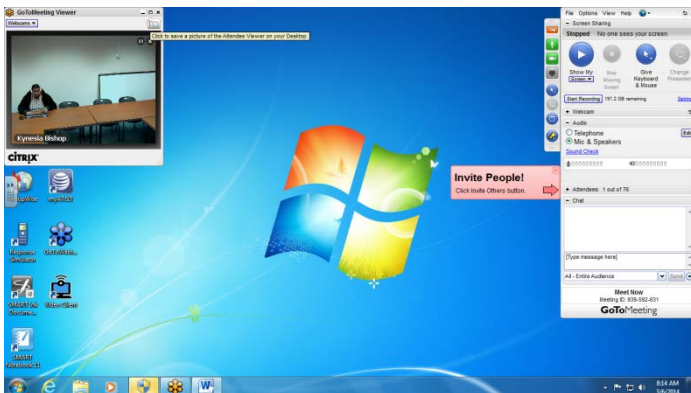
There are a few options that you can change for your own personal taste. Once the image is showing to your preference,

**Click Ok**

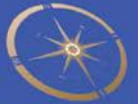


**Step3:** To access the features of the camera **Choose** the webcam tab options on the floating tool bar

**Note: The webcam features are very simple and straight forward if the camera is not installed properly it will show up transparent and will say (Webcam Not Detected). You can also access the camera preferences directly by clicking the webcam drop-down menu**



**Step 4:** To start showing your viewers the camera, **Click** the **Camera Icon** from the mini tool bar or **Click** the large camera icon (labeled Share My Webcam) located on the webcam tab.



## Audio Setup

**Step 1: Click File** and choose preferences from the drop-down menu Once you have logged into Gotomeeting on the floating tool bar. (For image refer to Camera Setup step1)

**Step2: Choose Audio**

**Step3: Under Microphone Setup Click the dropdown menu and Choose** your sound input device. (For Meeting rooms with the Vaddio systems choose Echo Cancelling Speakerphone USB others choose the correct device for your particular setup)

Then **Choose** the same option in the second drop down menu under Speaker Setup.

**Step4: Under advanced at the bottom of the screen Uncheck** the 2 options listed

**(Note: Uncheck only for Vaddio microphone systems and for all others use at your own discretion. Please try to do this check before your meeting starts to ensure that the hardware is working properly)**

Once the preferences are complete you should be able to see the meters moving when you speak.

**Step5: You have 2 audio options** during a session. You can use the phone in which a number is automatically generated for you with an access code and pin or you can use the built in speaker and microphone system which is recommended while in smart board rooms.

**Choose** the option best suited for your needs

There are a few ways to turn the audio on and mute the audio while in a session. If you are using the telephone you will have to use the telephone audio options from the phone device

**Step6: Click the Mic & Speaker** option from the audio dropdown menu.

**Step7: Click** the Microphone Icon on the mini menu to toggle the microphone mute and unmute.

**Note: this option is universal wherever there is a microphone icon. If you see a telephone icon you should you have to enter the audio pin to be able to mute and unmute from the mini menu.**

