Video Conferencing at Home

Effective remote teams require open online collaboration. Video conferencing tools allow audio/video meeting and screensharing to facilitate communication. Understanding how video conferencing tools work with knowledge of microphone and camera options will facilitate you in your continued success with the team. Sound and voice quality may be an issue while you are working from home, use these suggestions to improve voice quality, streamline communication, and improve efficiency.

Headphone, Headset

In addition to the microphone and speakers already built into your computer, headsets may be wired or wireless (Bluetooth enabled). Headsets and/or earbuds reduce environmental noise and/or distractions, and improves audio reception. The following represent 3 examples of wired headsets/earbuds.
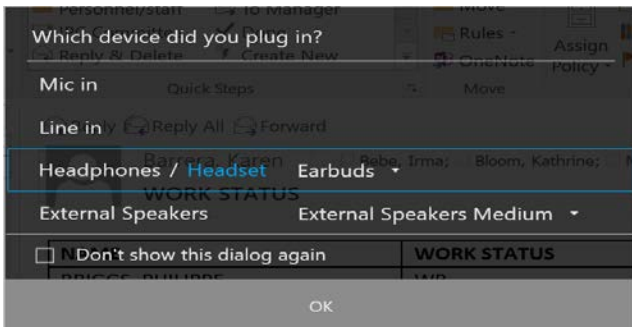
Wired Apple ear buds
$18.29 Target

Logitech H390 Noise-Canceling
$24.99 Best Buy

Beats Ep Wired Headphones
$79.99 Amazon

USB Jack Adapter
$14.99 Amazon

- Plug the headset wire into your laptop/computer portal. If you are running newer version of Windows, you will immediately receive this message. Make the appropriate selections as seen below and click 'ok'.

- Wireless headsets and ear buds may also be used with your computer and/or laptop. Many of us have earbuds that we also use with our phones. These will work with your work computer as well if Bluetooth is enabled. Here are some examples:

Logitech H600 Wireless Noise-Canceling
$49.99 Best Buy

JBL Wireless Active Noise-Canceling
$99.95 Office Depot

Apple AirPods Pro Active Noise-Canceling
$249.99 Best Buy, Target

Audio/Video Connection Options

Video Tutorials for Zoom meetings from a computer:
- How to Join a Zoom Meeting
- How to Join and Configure Audio & Video

- If using Bluetooth, go to computer Settings and select *Bluetooth & other devices.*
- Make sure *Bluetooth* is enabled as shown, select the + to *Add Bluetooth or other device*
- Press the button on your headset to pair with your computer.

Bluetooth & other devices

Add Bluetooth or other device

Bluetooth
On

Now discoverable as "RM-RARMUSH-LT"

Audio
's AirPods
Paired

Cellphone, Telephone

Your cellphone or telephone can be used to dial-in to a zoom video conference. From a landline, you will be able to hear/share audio. From a cellphone with a camera, you will be able to hear/share audio and video.

- Try to set you cellphone against something so you free your hands and retain a neutral neck during the meeting. Do not cradle your phone between ear and shoulder.
- Use a headset or headphones to improve sound quality in a shared space. If you are not in a shared space, putting the phone on speaker would be a good option to help maintain neutral neck and shoulders.

External Camera & Microphone

External webcams provide a higher resolution and crisper sound than the integrated camera and microphone on your computer, which may be a better option for individuals that are teaching or presenting frequently during telecommute. They easily attach to your monitor and typically require connection to a USB port on your computer with an included cable.

Logitech C270 1 MP	Logitech C310 1 MP HD	Logitech C920S Pro HD 15 MP
$40 Staples or Office Depot	$48 Staples or Office Depot	$69.99 Staples or Office Depot

ZOOM

Zoom provides audio/web and video-conferencing in a simple, easy-to-use format

- For technical assistance, please visit the Zoom Help Center.
- UC Merced OIT Zoom Quick Reference Help
- Zoom Video Tutorials Link

Microsoft Teams

Microsoft Teams is a team collaboration tool for online chat, meetings, calling, file management, and a project workspace.

- For technical assistance, please visit the Microsoft Teams Help Center.
- UC Merced OIT Teams Quick Reference Help (under Strategies and Digital Tools)
- Microsoft Teams Video Tutorials Link

IT Services

IT Services can assist you with any technology specific questions or concerns: UC Merced OIT Educational Continuity for Remote Work

- Additional resources and assistance can be found on the UC Merced Office of Information Technology website or by calling 209-228-HELP