

ZOOM SET-UP QUICK GUIDE

Small Classroom with HuddleCam

The image shows the Zoom settings interface and the bottom toolbar. In the settings, the microphone and speaker are set to 'HC-GO-BK', and the camera is set to 'HC-GO Camera'. The 'Share Screen' option is selected, and the 'Share computer sound' checkbox is checked. The toolbar shows the 'Unmute', 'Start Video', 'Share Screen', 'Polling', 'Record', and 'End' buttons.

Select a Microphone
Same as System
✓ HC-GO-BK

Select a Speaker
Same as System
✓ HC-GO-BK

Select a Camera (Alt+N to switch)
✓ HC-GO Camera

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio
Audio Settings...

Choose Virtual Background
Video Settings...

Basic Advanced Files

Desktop 1

Whiteboard

Share computer sound Optimize Screen Share for Video Clip **Share**

Unmute Start Video Security Participants Chat **Share Screen** Polling Record Breakout Rooms More **End**

MICROPHONE

HC-GO-BK

- Microphone on top of webcam unit that picks up all directions

VIDEO

HC-GO-Camera

- Huddle Cam Wide-view Webcam

SHARED SCREEN

Choose top left option (Screen) to share entire screen
Check 'Share Computer Sound'

SPEAKERS

HC-GO-BK

- Plays sound on huddle cam speakerphone

RECORDING

Choose 'Record to the Cloud' to record Zoom meeting
Option to record hidden in 'More' button when sharing screen

For more info: go.uab.edu/small-huddle