

# How to use the Conference Cam

In the same drawer as the HDMI cable there is a USB cable that is connected to the Conference Cam mounted on top of the display. The conference cam can be connected to laptops for videoconferences (the cam covers the entire conference table, but not the sides of the room).

**Note that no drivers need to be installed to use the Conference Cam for Windows or Mac systems.**

**Step 1:** Connect your laptop to the video and audio connections for the display as normal using either: 1) VGA and headphone jack audio cable or 2) HDMI cable in the cabinet drawers.

**Step 2:** Retrieve the USB Cable from the drawer labeled with “Conference Cam” and connect it to your computer’s USB port.

**Step 3:** In the conference application of your choosing select the “**HD Pro Webcam C920**” for both your **microphone** and **video camera** to override using your laptop’s built-in webcam and microphone. Below are instructions on how to do this in Skype.

Open Skype and then on the top menu go to Tools, Options. Then select the “**HD Pro Webcam C920**” for both the Microphone (under Audio settings) and Video camera (under Video settings).

