

You are in **Room**

**For support between 8 a.m. - 4:30 p.m., please contact the Library Office in Room 216. For support between 4:30 and closing, please contact the ITS Help Desk Express at the Service Desk on the main level.**

**Please note if you are using a Windows computer, you may have to load drivers, so please allow extra time.**

**If you do not have video call/conference software such as Google Hangouts, Skype, Meet, Zoom, or WebEx, you will need to download a software package in order to have a virtual conference. All Macalester GSuite accounts have access to Google Hangouts.**

Devio CR-1 is our microphone choice.

Devio CR1 is best speaker choice, but default is okay, too.

### **Connections**

1. Connect both cords located below the monitor to your laptop device.
2. Please use the ethernet cable for best video conferencing. You might need more than one dongle.

### **To use the monitor, only:**

1. Press the monitor's power button once (button found on the monitor's side, lower left-hand side)
2. Plug in the HDMI cable, only (adaptors may be required depending on your device)

### **To use the monitor, camera, speakers, and microphone:**

1. Press the monitor's power button once (button found on the monitor's side, lower left-hand side)
2. Plug in USB and HDMI cables (adaptors may be required depending on your device)
3. Open video call/conference software, such as Hangouts, Skype, Meet, Zoom, or WebEx
4. **Using the settings option for your software**, select the following devices in your video call/conference software settings:

*Due to differences in computers and video software, there may be slight variations in the names you see. Select the item closest to the following names.*

- a. Video: **Sereno Camera NMX-VCC-1000**
  - b. Microphone or audio in: **Devio CR-1 USB Audio**
  - c. Speakers or audio out: **Devio CR-1 USB Audio**
5. For the best quality image and experience, it is highly recommended you use the network cable in the room for video calls/conferencing and not wireless internet.