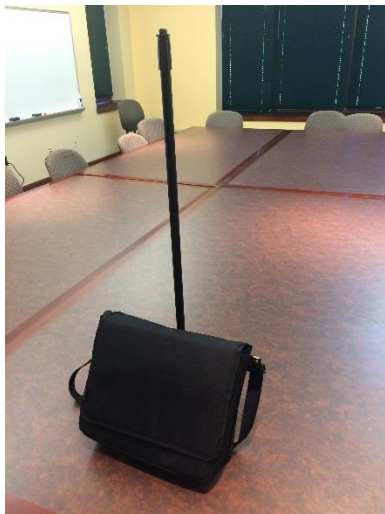


SKYPE AND WEBCAM SETUP

BASIC SETUP

Classroom guests from remote locations are a common event at Albion College. Instructional Technology and Media Services has several kits of components for Skype or Hangouts sessions. Contact InstTech@albion.edu or 0962 for more information.



The kit to set this up is very simple and consists of:

1. A round base microphone stand
2. Bag of parts
 - a. Logitech DC 930c
 - b. Microphone stand adapter
 - c. 30' active USB extender cable

First install the adapter on the microphone stand. This adapter works with this particular Logitech webcam model and most DV cameras. The adapter has a ball mounted swivel and clamp to position the camera when mounted. It will need to tilt down slightly for best view of local participants. There are also gooseneck extensions to increase height if necessary.

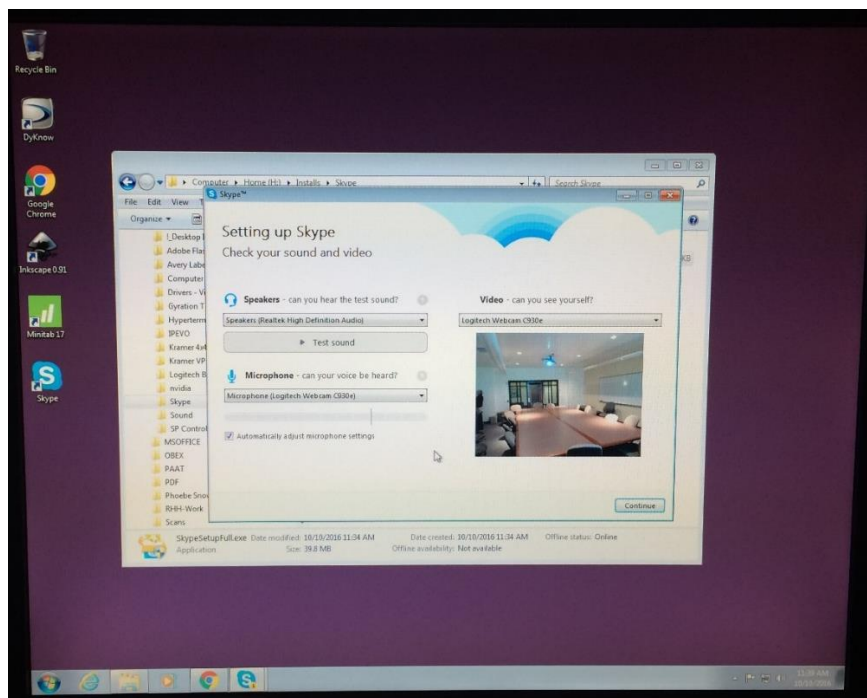


Second, mount the webcam.

Next, place the microphone stand close to one side of the projection screen. This best provides for eye contact with the remote guest. The stand could even be placed in the center of the screen without ill effects.



Extend and connect the cables if needed.



Start Skype and log in. A dialog screen appears where you can test audio, the video and the microphone levels.

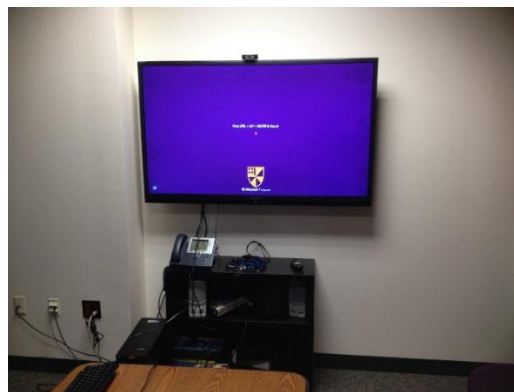
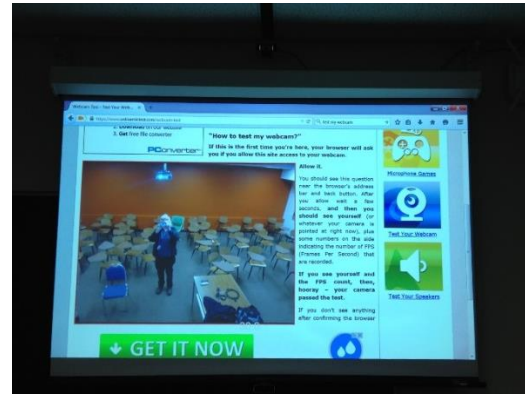
Log into Skype and call your guest or have them call into your Skype ID. You are now ready for the remote exchange. You may prepare in advance by creating contacts ahead of time and requesting confirmation of the add.

ALTERNATIVES

There are several other options where webcams may be used for conference Skype sessions.

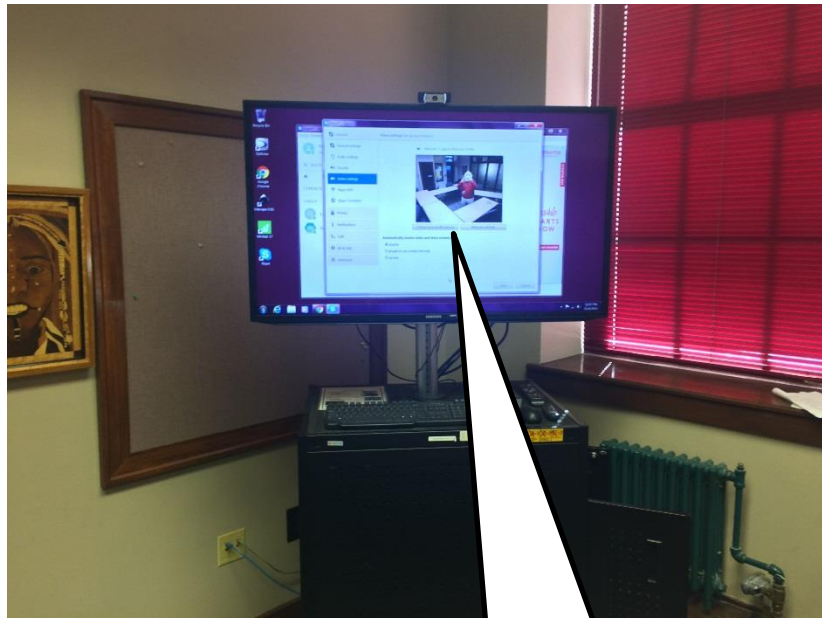


Olin 215 is the only classroom so far with a permanently mounted webcam for remote visitor Skype sessions. All that is required to use it is to start the computer, log in and start a Skype session, running the tests on audio, microphone, and video. Other permanent installations may be set up in rooms with wall mounted LED or LCD TV units.



LED/LCD MEDIA CART SETUP

Conference rooms and LED/LCD Media Carts may have a permanent webcam installed. The webcam is located above the display. The camera is draped over the top center of the display and USC connected to the cart computer.



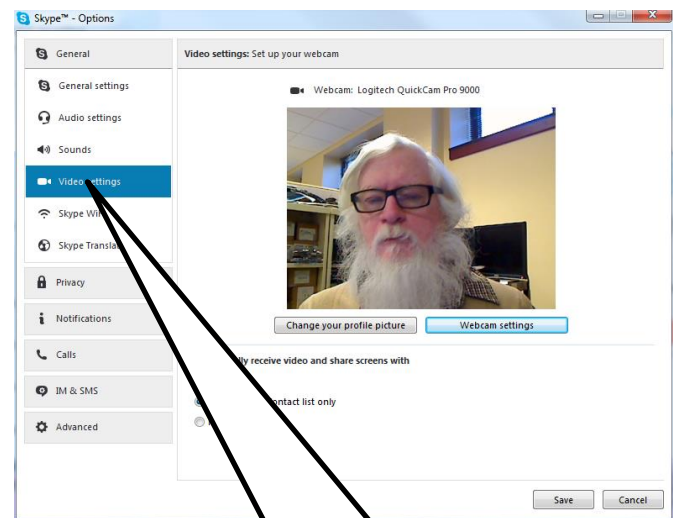
COMMON PROCEDURES FOR ALL SKYPE SESSIONS

Procedure

1. In advance, inform your remote guest of your Skype email address or have them inform you of theirs
 - a. Calls may be initiated by guest
 - b. Or by Host
 - c. Send contact request to guest
 - d. Would be good to test connection (from office desktop or elsewhere)
2. Cart LED or LCD display - ON
3. Computer – START and LOG IN
4. Skype – START and LOG IN with Skype ID or email
5. Camera function and position - ADJUST if needed.
 - a. Under TOOLS menu, select OPTIONS, VIDEO SETTINGS
6. Video or Audio call – INITIATE
 - a. Or receive call from guest
7. Conduct Session

Closing Procedure

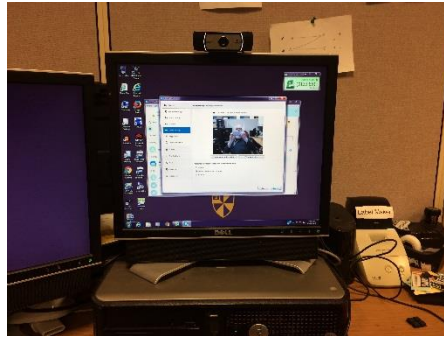
1. Terminate video or audio call session
2. Skype – SIGN OFF
3. Computer – SHUTDOWN or LOG OFF
4. Cart LED or LCD display – OFF



The general procedures for using Google Hangouts is identical to the above.

OFFICE SET-UPS

On occasion, there are times when setting up an office with a web cam for an interview involving two or three people would be useful. The Logitech equipment is quick to install with light delays while drivers load and install. In most cases, there is no need for administrator rights to accomplish these connections.



VIDEO CONFERENCING

Video conferencing (including SKYPE sessions) may be accomplished by using any quality web cam unit with good microphones. The DCC 950 in the sign-out pool is a top quality unit with large and small room coverage. Always try to position the camera on the projected image centerline – conference participants feel like they are talking directly to each other.



Any of the portable LED/LCD media carts may also have a webcam attached to it – here a Logitech DCC 950 is connected to an LED cart. Additionally, the Logitech DC-930e may be set in the top center of the TV unit and connected into a computer USB port. The DC-930e camera microphone picks up extremely well and the DCC 950 covers small to very large classrooms. The DCC 950 has the added advantage of having a remote control which controls pan-zoom



SKYPE GROUP OPERATIONS

In competition with Google Hangouts, Skype now supports group calls of up to 25 people, 24 remote guests and yourself. Essentially, you create a group ahead of time with specific email or Skype IDs. Those not on your current contact list are sent contact requests. Find out more about Skype capabilities here: <https://www.skype.com/en/features/>.

Be aware that dialing a phone number will incur telephone rate charges which Albion College does not support on its classroom system Skype accounts. You will be charged if you are logging in under your private Skype account and have funds deposited with Skype for these calls.

Things You May Do

1. Send Files
2. Send Contacts
3. Share desktop screens
4. Add people
5. Show dial pad (this is a paid service)

Possible Usage: <https://education.microsoft.com/skype-in-the-classroom/overview>

1. Guest speakers
2. Job interviews
3. Virtual field trips
4. Inter-class collaboration

Skype Accounts

Specialty accounts created for webcam kits do not have funds deposited for telephone call connections. To have an email account created for an individual department, the department chair should make the request via RT Work Order system.

