

Presentation Classroom Instructions – Old Main 171 (Skype)

Instructions available online at www.baylor.edu/astc/instructions

Old Main 171 is equipped with a webcam and microphone to allow free web videoconferences using Skype.



If this is your first time to use Skype in this classroom, please skip ahead to the Initial Setup instructions on the next page.

Using Skype

1. Get out the webcam and microphone from the document camera drawer and plug them in to the USB ports on the left side of the monitor.
 - The microphone can be placed behind the monitor facing the class to allow students to interact from their seats.
 - The webcam can sit on top of the monitor facing either the instructor or the class.
2. Click the Skype icon on the desktop.
3. Enter your Skype user name and password. Uncheck the “Sign me in when Skype starts” box and click Sign Me In.
4. Click the name of the person you would like to call under Contacts at the left.
 - If the person is not listed, click Add a Contact.
 - Find the correct person by entering their name or e-mail address and clicking Add.
5. Click Video Call to place the call. If the other party sees video from the cable TV tuner and not the video from your webcam, follow step 6 on the next page.
6. Click the Screen Options box in the lower right corner and choose Full Screen.
7. Click the red telephone symbol to end the call.
8. To exit Skype, click Sign Out in the Skype menu at the top left and close the login prompt.
9. Right-click on the Skype icon in the system tray and choose Quit to close Skype.
10. Unplug the webcam and microphone and lock them in the document camera drawer.

A screenshot of the Skype login interface. It features a "Skype Name" field with a dropdown arrow and a "Forgotten your Skype Name?" link. Below it is a "Password" field with a "Forgotten your password?" link. A "Sign me in" button is centered below the password field. At the bottom, there is a checkbox labeled "Sign me in when Skype starts".

Troubleshooting:

- If the other party's audio comes out the microphone and not the classroom speakers, follow step 5 on the next page.
- If the other party does not see the video from your webcam, follow step 6 on the next page.
- If you experience quality issues when using Skype, read the note at the bottom of the next page.

Initial Setup

Follow these instructions the first time you open Skype in this classroom.

1. Get out the webcam and microphone from the document camera drawer and plug them in to the USB ports on the left side of the monitor.
2. Click the Skype icon on the desktop.
3. Choose the Create a New Account option at right. Enter your name and e-mail address. Choose a Skype Name and password. Then click I Agree – Continue.
 - If you already have a Skype account, enter your username and password and click Sign Me In.
 - You can sign up for a free Skype account from any computer – not just the one in this classroom – by visiting www.skype.com and clicking Join Skype at the top.
4. Enter your Skype user name and password. Uncheck the “Sign me in when Skype starts” box and click Sign In.
5. Follow these steps to ensure that the Skype audio is sent to the classroom speakers:
 - Under the Tools menu in Skype, click on Options.
 - Click on Audio Settings at the left.
 - In the Microphone section, choose Polycom Communicator.
 - In the Speakers section, choose Speakers (High Definition Audio Device).
 - Click OK.
6. Follow these steps to ensure that the webcam is set as the video source for a Skype call:
 - Under the Tools menu in Skype, click on Options.
 - Click on Video Settings at the left.
 - In the Select Webcam drop-down menu, choose USB Video Device.
 - Click OK.
7. Return to step 4 on the previous page to make a Skype call.



Note:

To ensure high-speed network access is available across campus, Baylor ITS may limit bandwidth used by resource-heavy programs such as Skype. This means that the video quality on your Skype call may vary each time you use it. If you experience problems using Skype in this classroom, please report this to ITS via the HELP Desk (ext. 4357) or to CTS using the numbers at the bottom of this page.