

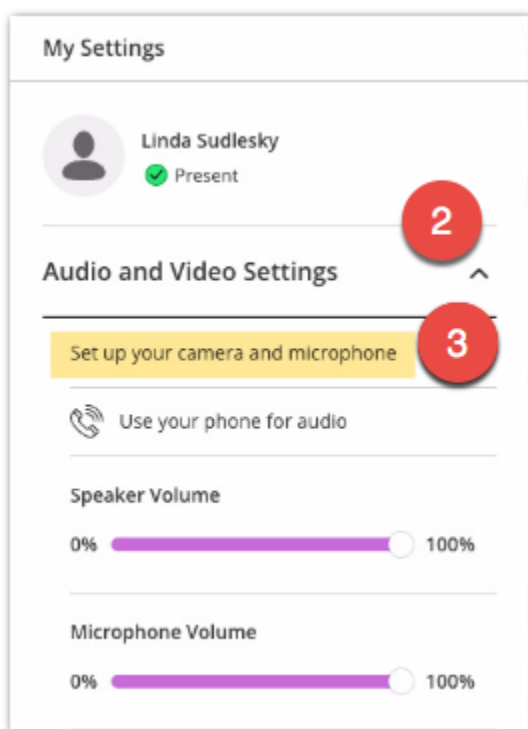
# Set up your Camera and Microphone

Each time you enter a new Collaborate Ultra room you should set up your camera and microphone to ensure your audio and video will work properly.

1. Click the My Settings Button at the bottom of your Collaborate Ultra room.

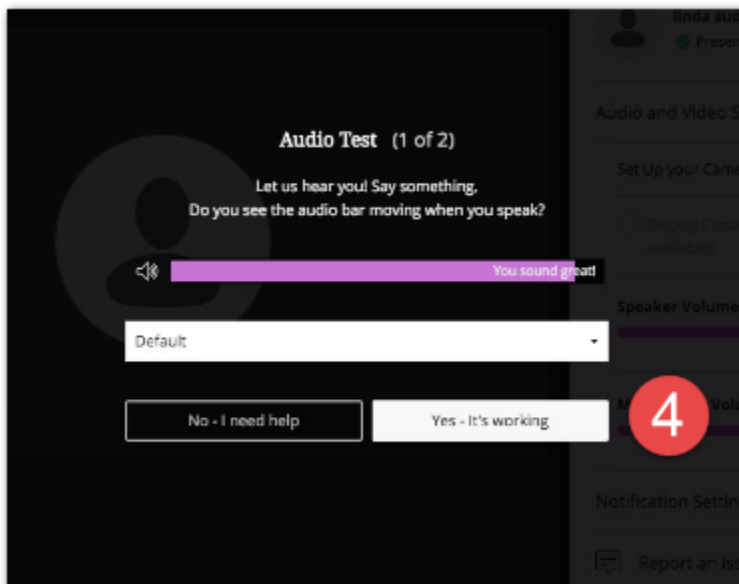


2. Click Audio and Video Settings.
3. Select Set Up Your Camera and Microphone.



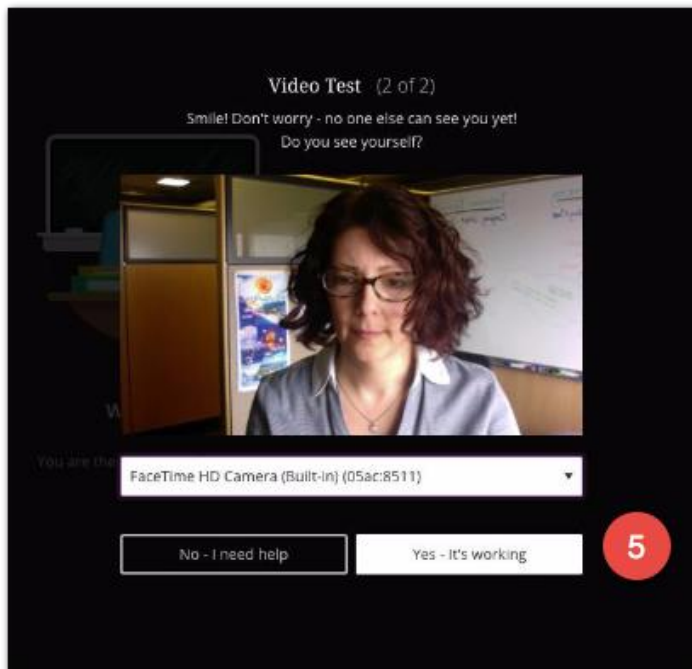
The Audio Test will open and automatically start detecting your audio. You should see the purple line moving and the words, “you sound great!”

4. Click “Yes it’s Working”



Once you complete the audio test, the video test will open. Follow the instructions to test video and then your audio and video should work when buttons are selected.

5. Click “Yes - It’s working” if your video is being projected in the video test.



#### IMPORTANT:

- You should Set up Camera and Microphone at the beginning of every session.
- Setting up your Camera and Microphone doesn't automatically turn your audio or video on.
- To share audio or video, click the audio and video icons at the bottom center of your Collaborate Ultra room.

