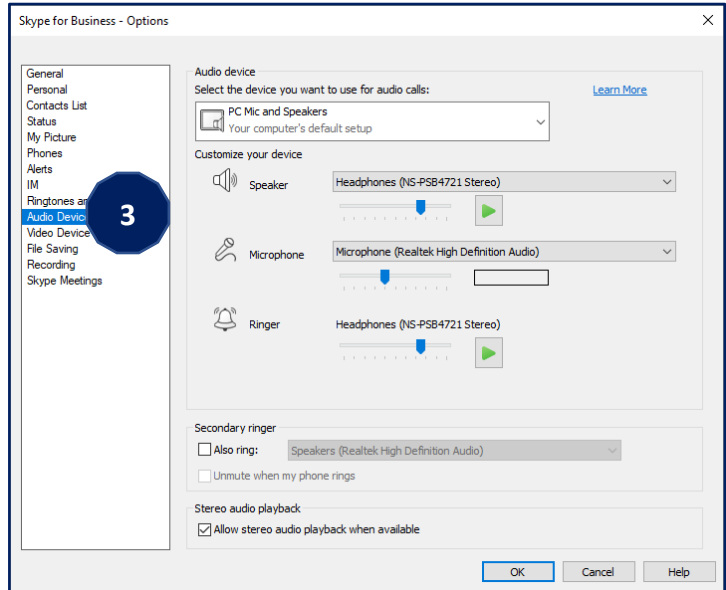
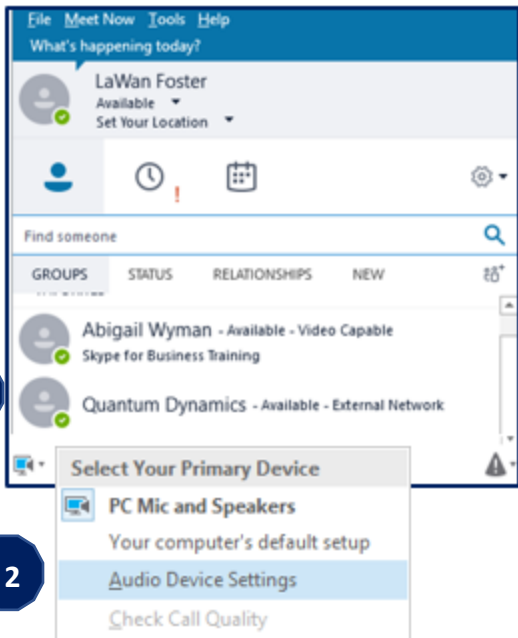


# Quick Start Guide: Set Up Audio & Video

Before making/receiving calls, you need to set up your Audio and Video options.

## Set Up Audio

1. Click the **Primary Device Icon**
2. Click **Audio Device Settings**.
3. Select your device from the Audio Device menu and adjust the speaker and mic volume.



TIP

**Check with your System Admin  
before adding headphones!**

## Setting Up Video

While you do not need a camera to see others, you do need a camera for others to see you. To set up your camera:

1. Click the Options icon
2. Select Tools
3. Select Video Device Settings.

You should show in the video box within the pop-up.

**If no video appears, you will need to do some troubleshooting:**

1. Verify you have a camera connected to your computer.
2. Make sure camera lens is not blocked and it is aimed at you.
3. If you are still not showing a picture, or it is unclear, click on Camera Settings in the pop-up box.

Make the adjustments to see yourself clearly.

**If the video is still not working, please contact your system administrator.**

