IT Student Life & Enrollment (IT-SLE)

Hours Monday - Friday 8:00am - 5:00pm

Support Topic

Using WebEx with the Conference Room System

SETTING UP AUDIO VISUAL SETTINGS FOR WEBEX ON THE CONFERENCE ROOM MONITOR

Instructions:

- 1. Open the WebEx Desktop app on the Conference Room PC
- 2. Click your initials in the top left of the app window, then click on Settings



3. Click Video in the left menu bar, ensure Logitech Meetup is selected for the Camera, then click Save



4. Click on Audio in the left side menu, ensure the Echo Cancelling Speakerphone (Logitech Meetup speakerphone) is selected under Speaker and Microphone. Then click Save.

	Webex Options	× nn	ect to a dev
	铰 General	Ringers and alerts	
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	○ Messaging	Volume	
	🛱 Meetings	Microphone	
	G Join options	Echo Cancelling Speakerphone (2 - Logitec × Test	
	℅ Calling	Volume	
	C Devices	Automatically adjust volume	
		 Unmute temporarily by holding Spacebar Webex smart audio 	
		Save Cancel	

You should now be able to use WebEx with the conference room system.

Touch the **Help** button on the Extron Panel if you need tech support.

