

Logitech Training

Logitech QuickCam Pro

Click on the  icon in the lower right hand corner or select

Start, All Programs, Logitech, Logitech QuickCam

Camera Settings:

Video

Should show Logitech QuickCamPro 5000 in “Settings for camera”

Can adjust Brightness, Contrast and Saturation

If room with low light, click “Low Light Boost”

Check:

“Color Boost”

“Show Camera icon in the Windows taskbar”

“Enable Quick Assistant”

(enables the zoom in and other functions)

Audio

Should show Logitech Microphone (Pro 5000)

Recording Volume Level should be to the right

Enable AEC (acoustic echo cancellation)

Click here to reconfigure your system’s audio

(if you want to change from speakers to a headset and get the best quality)

Zoom/Face Tracking

Can zoom from here, adjust the camera or enable face tracking.

Can also be done from the “Quick Assistant.”

Quick Assistant

Face Tracking On/Off

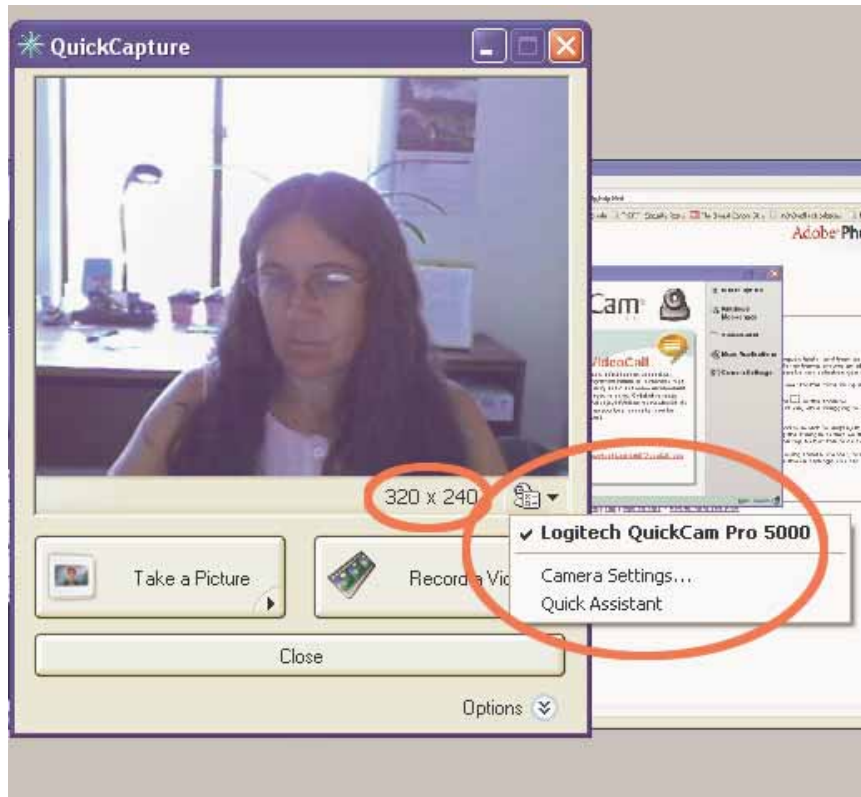


Zoom In/Zoom Out

Move Camera

Quick Capture:

Can launch Camera Settings and Quick Assistant from here. You can also change the resolution of the video. Default is 320 x 240.



Quick Capture can be used to take a picture or video of something you are trying to show the audience. For higher quality pictures, take a picture with a higher resolution digital camera and send that file.

Quick Capture Options:

Window – size of image in preview

Preview – Preview can be launched automatically

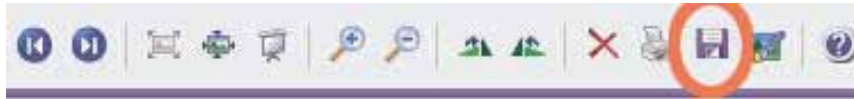
File – can change the location where the file is saved



Take a picture and save:

Click “Take a Picture” or push the button on top of the camera.

A Window with the image is displayed with the navigation from the Windows Picture and Fax viewer at the bottom. Click the icon to save the file.



For ease of finding the file, save the file to your desktop and call it me.
(Make sure you like this picture because we are going to use it.)

Record a video**Click “Record a Video”**

Recording in Progress button shows.

When finished recording, “Press to Stop Recording”

Default player is launched and shows what was just recorded with the filename at the bottom (ex: video 7). File is saved in the folder specified under options.

Video E-mail – Steps walk you through the process of making a video e-mail.

Step 1 – Create a Picture of Video

Step 2 – View Last Captured Video

Step 3 – Create E-Mail

Skype Training



Launch Skype - Start, All Programs, Skype, Skype or launch from the desktop icon
(Installation settings are located at: <http://www.ext.colostate.edu/staffres/logitechpro.html>)

Edit Profile – File, Edit My Profile

Enter: Full Name
Country/Region
State/Province
City
Office Phone

Private to only contacts:

E-mail
Picture – click to change, browse, find captured file

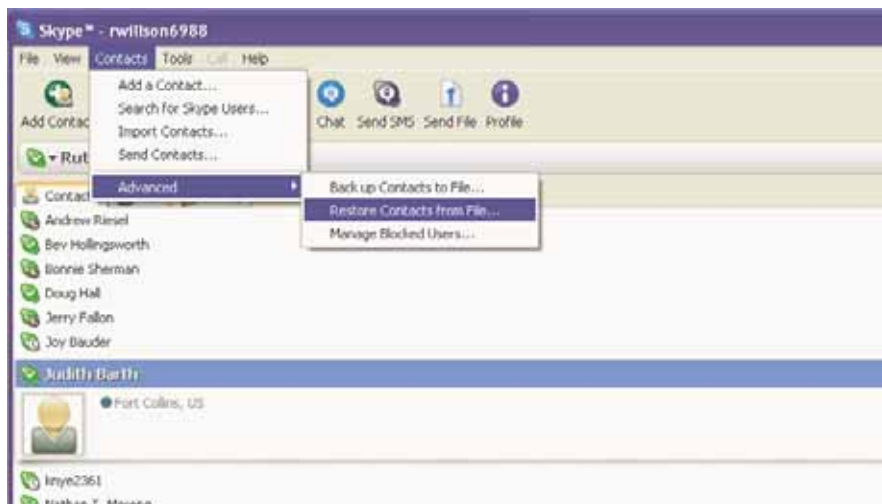
Update

Contacts

Add Contacts

A file with the contacts is located at:
<http://www.ext.colostate.edu/staffres/rwillson6988.vcf> .
Save the file to your desktop.
To restore:

Contacts, Advanced, Restore Contacts from File



Contacts will now show, but have a ? mark next to the name. When you want to make a call to the individual, they need to accept your information. To do that, right click the individual's name, **Request Contact Details**. A window is displayed to enter a message and click ok. This will complete the process to get the address functional in your contact list. If you overwrote your file that previously showed green and now shows the ?, right click the individual, **Request Contact Details** and it immediately turns green.

Search – When setting accounts up, we are using first initial, lastname and the last four digits of phone # (ex: rwillson6988) as the Skype Name

Other Search Criteria that can be used (as long as it was entered in the profile):

Full Name
E-mail address
Country/Region
State, City
Gender

Send Contacts to another user Select Contacts, Send Contacts



Click Contacts on the left (can highlight multiple names with the shift key)
Add Name in the "Send contacts to" field.
Add , (comma with no space) between names if multiple recipients
Click **Send**

Dial Tab (LAN line phone call) – regular phone line

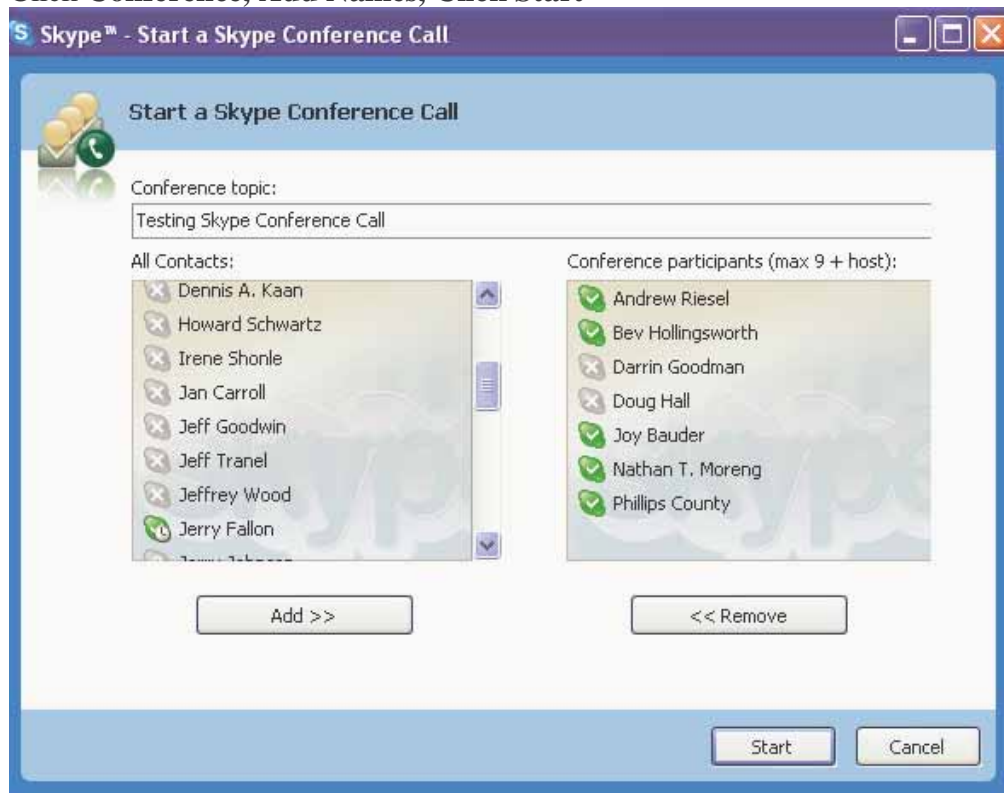
This option is currently available for the remainder of the year
Enter number at the bottom by the flag or click on Dial and use the keypad.



History Tab – Keeps record of all calls and conferences made. Can click on item in history to make call. Right click an individual and you can delete the entry or view the chat history. Chat history settings are in the Tools, Options, Privacy.



Conference Call – Can connect up to ten (10) people on an audio (not video) conference call
Click **Conference**, **Add Names**, **Click Start**



Chat – Can chat with anyone on your contact list. **Highlight individual**, click **Chat** Window opens to enter text. Keeps a record of the chats with this individual. Can chat with multiple people at once. Can do a couple of ways:

- 1) Use the shift key to highlight multiple people and click **chat** OR
- 2) Highlight the first individual and click **chat**
Click **Add** to add more individuals to the chat

Highlight the names and click **Add** and **OK**



Send File – Files can be sent through Skype as long as the person who receives the files has the software to view.

Highlight individual or shift and highlight more than one to send the file.

Click **“Send File”**

Browse for the file, click **Open** and file is sent (receiver needs to have Skype running)

Point to Point Video Call

The person receiving the call needs to have Skype open.

Check your video – Tools, Options, Video

Test Webcam (Quick Assistant should appear)

Webcam Settings:

Zoom/Face Tracking:

Zoom, Face tracking, camera movement

Device Settings:

technical settings

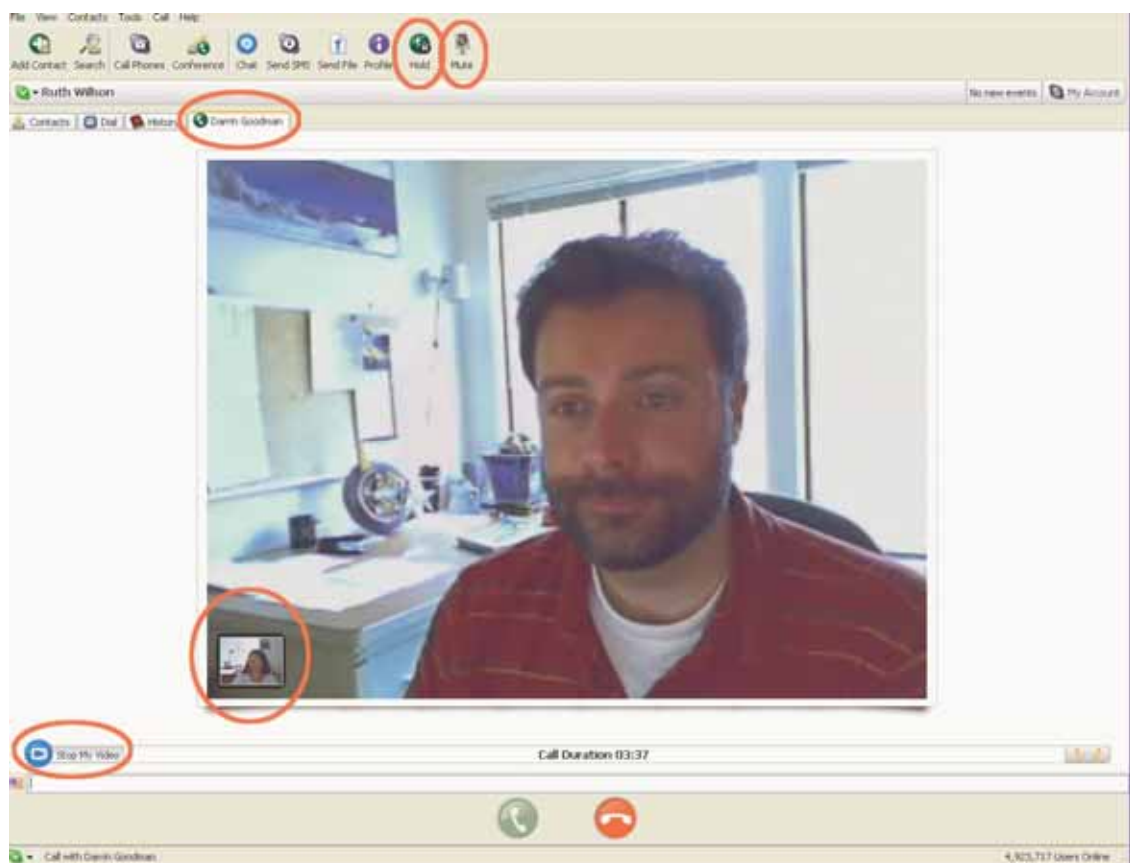
Advanced:

Exposure/Gain, Image Mirror, Image Enhancement, Flicker

Highlight the individual from your contact list, and click on the **Green Phone**



When the connection is made, your video will be in the lower left-hand corner and the other individual's video is displayed.



Click on the lower left-hand corner to **start** or **stop** your video. The **current connection** is added as a tab.

Mute and UnMute are added as an icon when the call is made as well as **Hold**.

When call is complete, click on the **Red Phone** to Hang Up.