

Clevertouch & interactive screens | Medium | 2 min read

# Using the microphone and camera with Teams or Zoom on a Clevertouch screen

**Please note:** independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

Some interactive screens have a built-in camera and microphone, and others do not. Even when a screen has them, how they work with video calls depends on the model and the connection. Check your own screen before you rely on it for an important call.

## Does your screen have them?

Look at the top edge of the screen for a small lens or a row of tiny holes. Check your model information or the on-screen settings. If you are not sure, ask IT. Many rooms use a separate webcam or speaker instead.

## Using the screen's own apps

If the screen has a camera and microphone and a video call app installed, open the app, sign in with your account and allow camera and microphone access when asked. Sign out when you finish.

## Using your laptop

When your laptop is connected to the screen, the call runs on the laptop. You may need to choose the camera, microphone and speaker inside Teams or Zoom.

1. Start or join the meeting on your laptop.
2. Open the call settings and look for **Audio** and **Video**.
3. Choose the panel's camera, microphone and speakers if they appear in the list, or a separate device if you have one.
4. Do a test call or use the preview to check what others will see and hear.

Many laptops connect the panel's camera and microphone over the USB cable. If they do not appear, check the USB connection.

## Echo and poor sound

- Mute your microphone when you are not speaking.
- If the laptop and screen both have microphones on, you may hear echo. Choose only one.
- Check the volume on the screen as well as on your laptop.

## Privacy

- Cover or turn off the camera when not in use if it has that option.
- Tell people before you record or share a meeting.
- Keep pupils' faces and names off calls unless your school permits it.

## When to get more help

Ask IT if the camera or microphone is not listed, audio keeps cutting out, or you need a room set up for regular calls. Mention the app, your laptop and what you hear or see.

**Still stuck?** Email [admin@visiontech336.com](mailto:admin@visiontech336.com) and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.