How To Set-Up Zoom Audio in the MMB Conference Room

Make sure that the microphone and its USB adapter are plugged into the front USB 3.0 Type A port of the computer in the MMB credenza.





Using the Vizio TV remote, press Menu→ Audio and check the to make sure that the TV speakers are turned OFF. The TV speakers must be turned OFF so the TV can automatically detect the Sound Bar connected via the Optical cable.



Find the Windows Control Panel icon on the desktop.



Click and open up the Sound icon in the Control Panel:

All Control Panel Items - 🗆 🗙									
÷ -	→ ✓ ↑ Sontrol Panel	> All Co	ontrol Panel Items					~ C	Search Control Panel
Adjust your computer's settings View by: Large icons *									
	AutoPlay	事	Backup and Restore (Windows 7)	R	BitLocker Drive Encryption	5	Color Management		Credential Manager
P	Date and Time		Default Programs	-	Device Manager		Devices and Printers	G	Ease of Access Center
	File Explorer Options	0	File History	A	Fonts	D	Indexing Options		Internet Options
1	Keyboard	0	Mail (Microsoft Outlook)	9	Mouse	-	Network and Sharing Center	لي ا	Phone and Modem
8	Power Options	7	Programs and Features	5_	Recovery	5	Region	4	RemoteApp and Desktop Connections
P	Security and Maintenance	9	Sound		Storage Spaces	÷	SupportAssist OS Recovery	0	Sync Center
	System		Taskbar and Navigation		Troubleshooting	52	User Accounts		Windows Defender Firewall
	Windows Tools	6	Work Folders						

Check the Playback and Recording tabs in Sound to make sure that the V705-G3 (Vizio TV) and the Microphone USB Audio CODEC (Tascam microphone) are selected as the default audio Playback and Recording devices.

Sound X	Sound ×			
Playback Recording Sounds Communications	Playback Recording Sounds Communications			
Select a playback device below to modify its settings:	Select a recording device below to modify its settings:			
V705-G3 HD Audio Driver for Display Audio Default Device	HD Pro Webcam C920 Ready			
Speakers Realtek(R) Audio Ready	Jack Mic Realtek(R) Audio Not plugged in			
Headphones Realtek(R) Audio Not plugged in	Stereo Mix Realtek(R) Audio Disabled			
Speakers USB Audio CODEC Ready	Microphone USB Audio CODEC Default Device			
Configure Set Default 💌 Properties	Configure Set Default V Properties			
OK Cancel Apply	OK Cancel Apply			



Use the Sound Bar remote to turn on the Sound Bar.

Press the Input button on the Sound Bar remote repeatedly until the Sound Bar shows "OP." You are selecting the Optical cable input from the Vizio TV to the Sound Bar.



settings	
🗘 General	Start Zoom Workplace when I start Windows
🛐 Video	When closed, minimize window to the notification area instead of the task bar
Audio	Use dual monitors ⑦
	Enter full screen automatically when starting or joining a meeting
Share screen	Automatically copy invite link once the meeting starts
👌 Team Chat	□ Always show meeting controls ⑦
700m Apps	Ask me to confirm when I leave a meeting
20011 Apps	Show meeting timers
Background & effects	Remind me about upcoming events: 5 minutes before
Recording	Stop my video and audio when my device is locked
Profile	□ Integrate Zoom with Outlook ⑦
	Show user profile icon next to in-meeting chat messages
Statistics	Zoom Rooms
Keyboard shortcuts	Zoom Rooms auto-detection ③
Accessibility	Show "Pair with Room" feature on navigation bar and in-meeting
and the second sec	Automatically enable companion mic when joining as companion
	Default meeting join method when paired to Zoom Rooms
	Ask every time Y
	Zoom Workplace updates
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Open up Zoom Settings and go to the Zoom Audio Settings

Test the audio settings by clicking on the Test speaker and Test mic buttons (one at a time):

 General Video Video Audio Share screen Spatial audio: voices will sound like they're coming from the position of each person on the screen Zoom Apps Background & effects Recording Profile Statistics Keyboard shortcuts Keyboard shortcuts Accessibility Accessibility Spatial audio: voice memoral (recommended for most users) () Background noise suppression Learn more Auto (automatically adjusts noise suppression) Low (faint background noises) Medium (computer fan, pen taps) 	Settings	×					
Image: Constraint of the series of the se	General	Speaker Test speaker Same as system (V705-G3 (HD Audio Driver for V					
 Share screen Spatial audio: voices will sound like they're coming from the position of each person on the screen Zoom Apps Use separate audio device to play ringtone simultaneously Background & effects Recording Profile Statistics Keyboard shortcuts Accessibility Accessibility Statistics Zoom background noise suppression Learn more Auto (automatically adjusts noise suppression) Low (faint background noises) Medium (computer fan, pen taps) 	Audio	Output level: Volume:					
Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ringtone simultaneously Image: Source of the separate audio device to play ri	Share screen Team Chat	Spatial audio: voices will sound like they're coming from the position of each person on the screen					
Recording Input level: Profile Volume: Statistics Input level: Keyboard shortcuts Automatically adjust microphone volume Accessibility Zoom background noise removal (recommended for most users) () Background noise suppression Learn more Auto (automatically adjusts noise suppression) Low (faint background noises) Medium (computer fan, pen taps)	Zoom AppsBackground & effects	Use separate audio device to play ringtone simultaneously Microphone					
Image: Statistics Image: Automatically adjust microphone volume Image: Keyboard shortcuts Audio profile Image: Accessibility Image: Comparison	Recording Profile	Input level: Volume:					
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Adversed	Accessibility	Background noise suppression Learn more Auto (automatically adjusts noise suppression) Low (faint background noises) Medium (computer fan, pen taps)					

You should hear the speaker tone playback and the microphone audio playback. You can adjust the volume using the TV Sound bar remote and the slider controls in the Zoom Audio Settings.

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