

**Lesson 3: Use Video in a Conversation****Use Video in a Conversation**

View video

Although most instant messaging conversations only use text, a conversation in Office Communicator can use any combination of these three elements:

- Text
- Audio
- Video

This lesson reviews the addition of video with audio to a conversation.

You can use video in your Office Communicator one-to-one conversations if you have a Web camera connected to your computer. If you do not have a Web camera, see the instructions in exercise 1 to learn where to purchase and how to install the recommended camera.

You can use audio in your Office Communicator conversations if you have a microphone or speakers installed. You may enable or disable audio for the video conversation, as you choose. A video conversation with audio may be a useful substitute for meeting with someone in person. If you disable audio, the video will display and you will need to type your messages.

If only one of the two people in the video conversation has a camera, you will have a video conversation with only the one person's image displayed.

In this lesson, you will learn how to:

1. [Purchase and Install a Web Camera](#)
2. [Start a Video Conversation](#)
3. [Adjust Settings](#)

**Lesson 3: Use Video in a Conversation****Exercise 1: Purchase and Install a Web Camera**

To add video to your Office Communicator conversations, you need a Web camera connected to your computer.

**To purchase a Web camera:**

The recommended Web camera to be used with Office Communication is Logitech's QuickCam Orbit MP. At The University of Akron, this camera may be purchased at Computer Solutions. The camera includes the hardware and software needed to use the camera with your computer. It has a built-in microphone. You may choose to purchase and use a different web camera.

To contact Computer Solutions, you may stop by their store on the third floor in the Student Union, call 330.972.5308 or e-mail [compstore@uakron.edu](mailto:compstore@uakron.edu).

**To install a Web camera:**

The software that is needed to operate the recommended camera is included with it. **For the recommended camera, it is important to install the software FIRST, before connecting the camera to your computer.**

The software has on-screen instructions for you to follow. At one point, you will be prompted to connect the camera to a USB port on your computer. Wait to connect the camera until you receive that prompt.

If you wish to use audio, a microphone is needed. You may use the built-in microphone or a headset with a microphone. Instructions are given for an audio tuning wizard to ensure optimum audio performance.

To start the Audio and Video Tuning Wizard in Office Communicator, do one of the following:

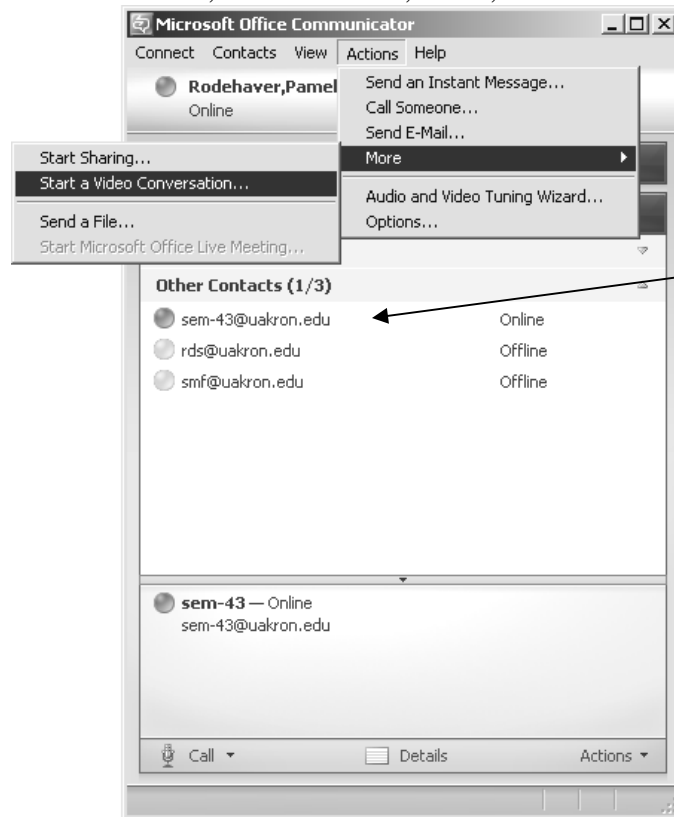
- In the Office Communicator window, select Actions, Audio and Video Tuning Wizard from the menu.
- OR
- In the conversation window, select Tools, Audio and Video Tuning Wizard from the menu.



**Lesson 3: Use Video in a Conversation****Exercise 2: Start a Video Conversation**

**To start a video conversation from the Communicator window:**

1. From the menu, select Actions, More, Start a Video Conversation.



You also can right click on a contact's name and select More, Start a video conversation.

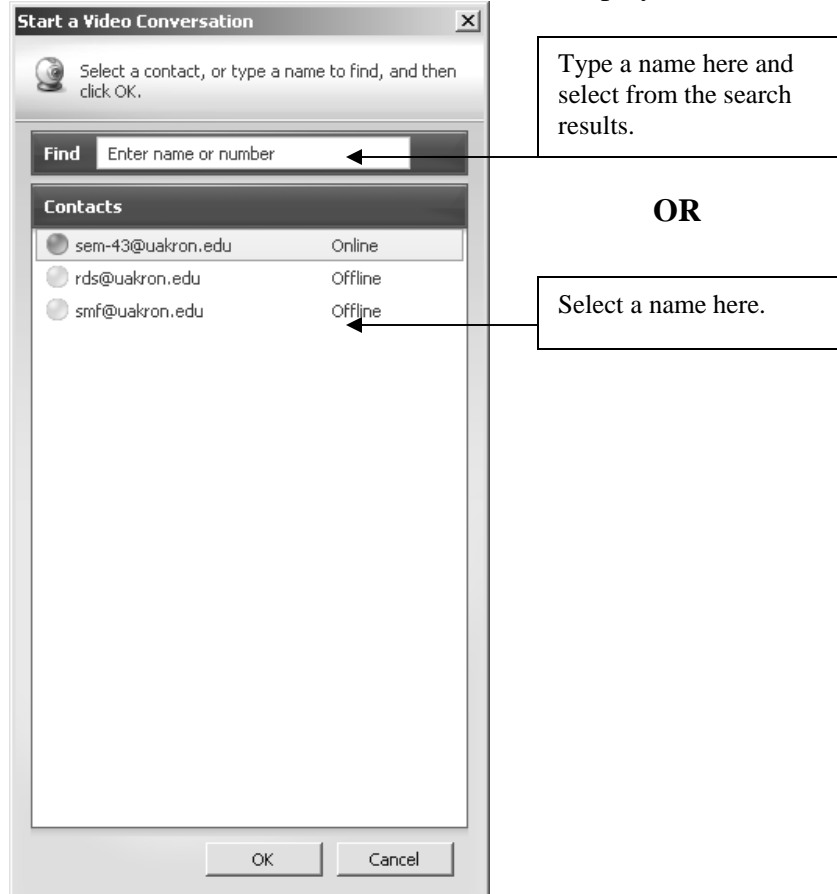
If an IM conversation already is in progress, you can switch to video by performing these steps in the conversation window or by clicking on the



tool in the conversation window.


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2. The Start a Video Conversation window is displayed.



Select a name from your contacts or type a name in the Find box. The Find function searches your Contacts in Outlook and your Contact List in Communicator. The results of that search are displayed below the Find box. You may select from the results.

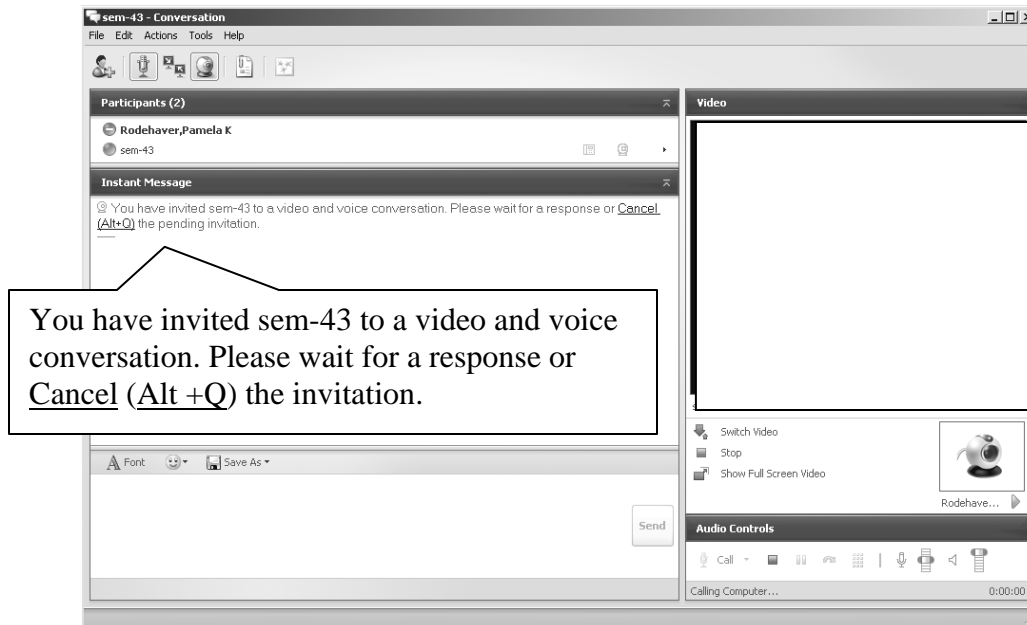
To set up a Contact in Communicator, see Lesson 1: Use Instant Messaging.

3. Click . The other party receives an invitation to the video conversation.

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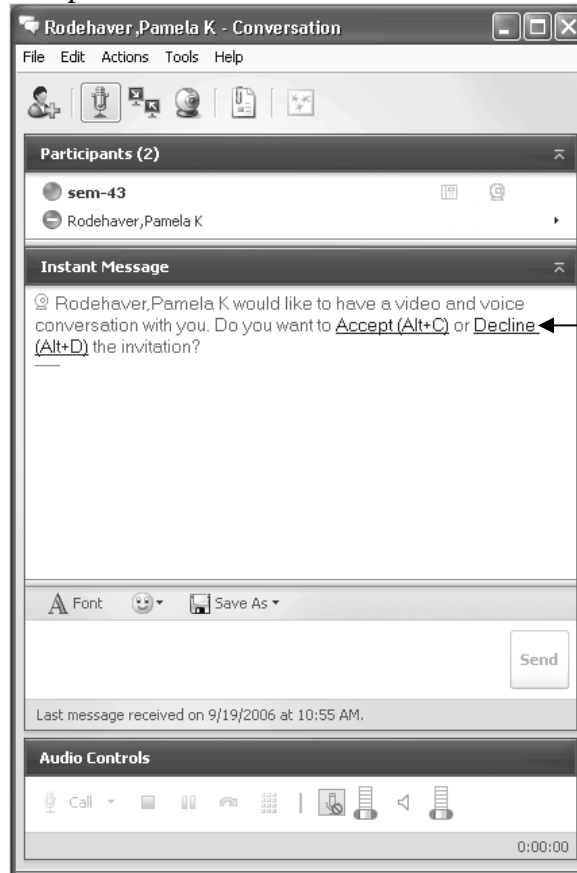
4. A sound is heard and a message is displayed.

The person who sent the invitation sees this:



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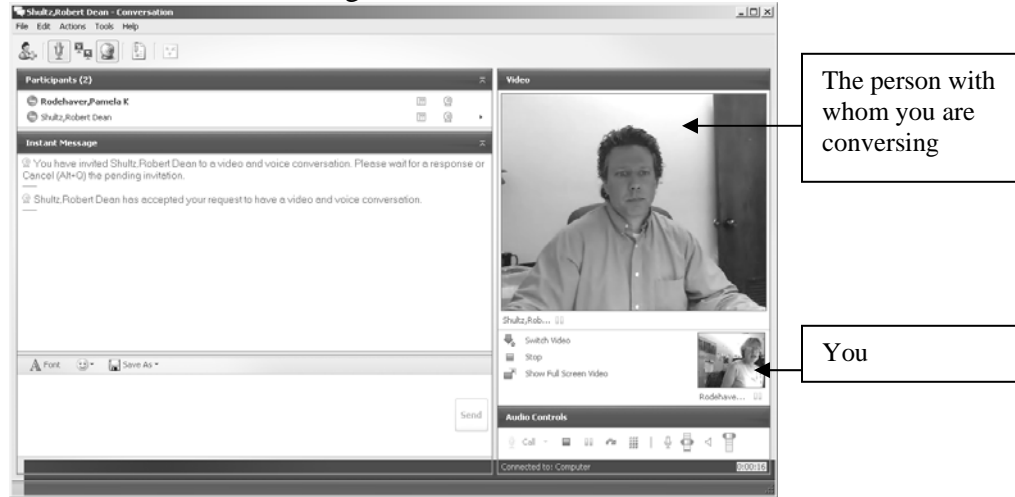
The person who received the invitation sees this:



To accept or decline the invitation, the recipient clicks on the appropriate link.

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- If the recipient accepts the invitation by clicking on the Accept link, the video and audio conversation begins. The sender sees:

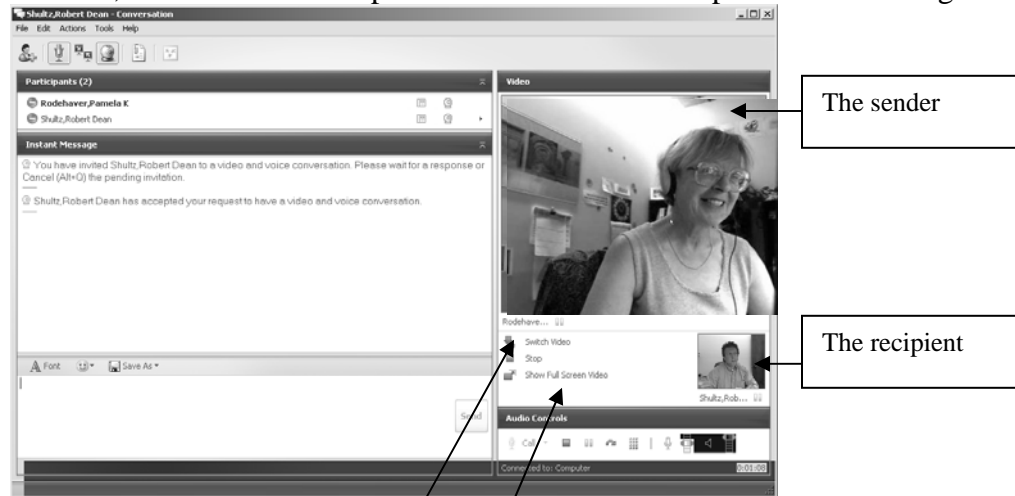


The person with whom you are conversing

You


The person with whom you are conversing will be shown in the larger of the video displays. The video of you will be in the smaller of the video displays.


- The recipient sees the same video images, but the images are in the reverse windows. The sender's image will be the larger image in the recipient's window, because that is the person with whom the recipient is conversing.



The sender

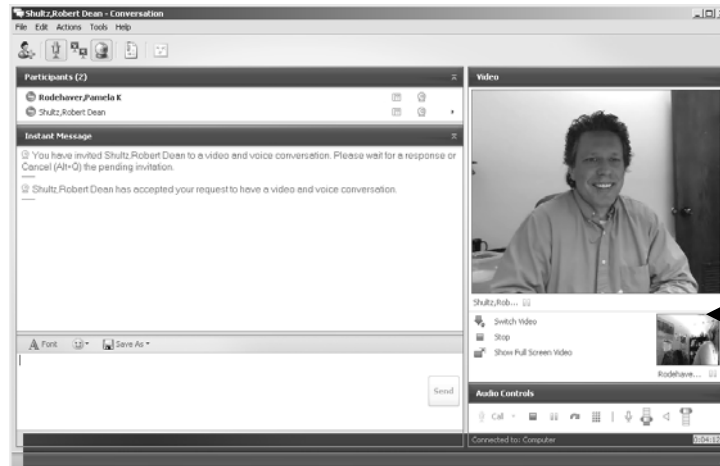
The recipient

To switch the two video displays, so that your own image is in the larger video window, click on the link  **Switch Video**.

To display the larger video window as a full screen image, click on the link  **Show Full Screen Video**. To return to the video conversation window, press the ESCape key on the keyboard.

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7. It is possible to move out of the camera's view. You can watch your image in the video window to check for this. Face tracking can prevent this from happening.



It is possible to move out of the camera's view.







You may set the **face tracking option** in the camera's software. This option causes the camera to search for you and reposition its focus. On a positive note, this keeps you in view. On a negative note, the repositioning can appear unnatural.

See [Exercise 3](#) of this lesson for instructions on this option.

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8. The audio controls are located in the lower right corner of the video conversation window.




	<b>Hang Up</b> – End the audio part of the conversation. The video and text parts of the conversation continue.
	<b>Hold</b> – This is a toggle switch. When there is audio, click once to place the audio and video parts of the conversation on hold. Click again to resume the audio and video.
	<b>Mute Microphone</b> – Ends the audio in a conversation. (This does not toggle back on.)
	<b>Microphone Volume</b> – This is the first volume tool. It is to the direct right of the mute microphone tool.
	<b>Mute Speakers</b> - This is a toggle switch. Click once to stop the sound from the speakers. Click again to resume the sound from the speakers.
	<b>Speaker Volume</b> – This is the second volume tool. It is the last tool on the toolbar.

You also may control volume and other audio components in the Control Panel of Windows.

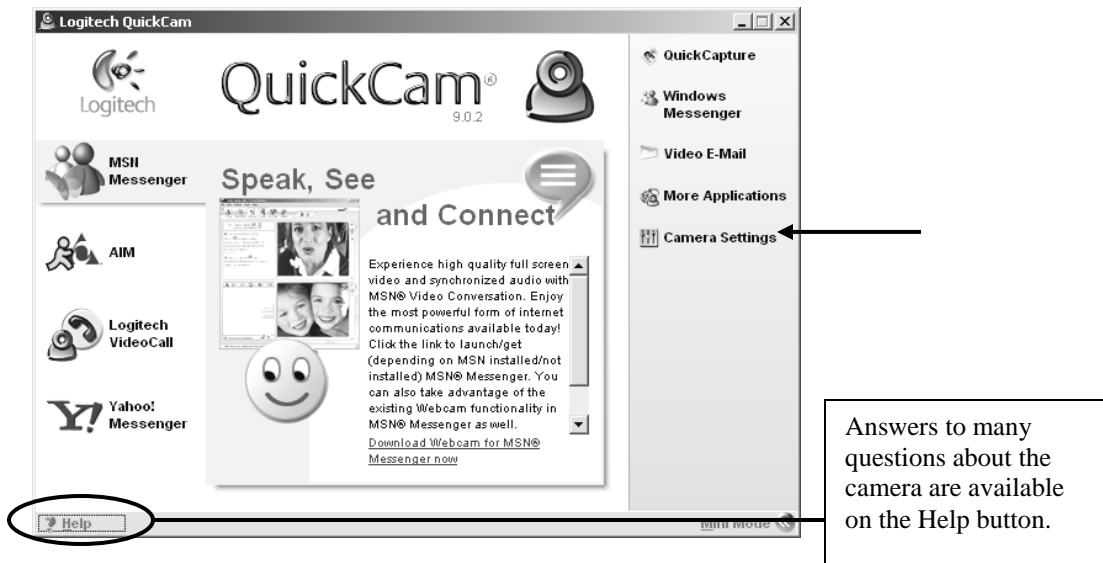
9. To end the conversation, close the Conversation window by clicking on its .


**Lesson 3: Use Video in a Conversation****Exercise 3: Adjust Settings**

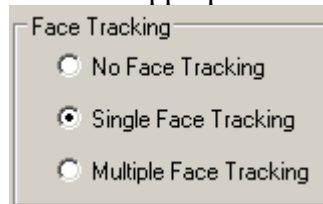
To adjust the settings for the recommended camera, you need to access the Camera

Settings dialog box. To do that, double click on the Logitech video icon  in the system tray in the lower right corner of your monitor OR click on the Start button and select Programs, Logitech, Logitech Quick Cam.

Use the  menu option.

**To use the Face Tracking feature:**


1. In the Camera Settings dialog box, click on the  tab.
2. Mark the appropriate checkbox.

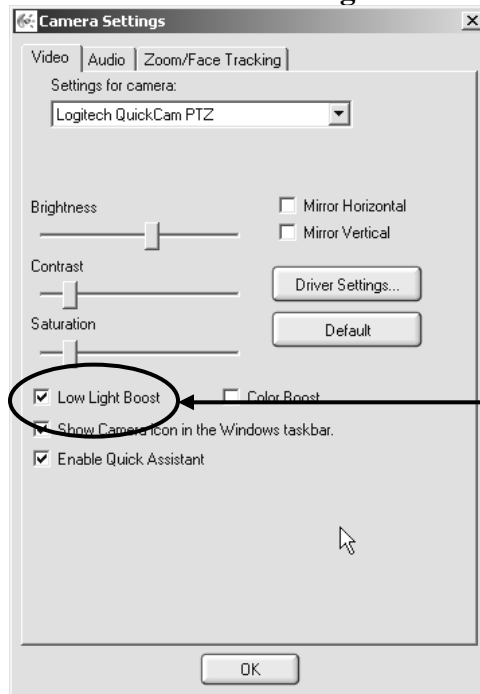


3. Click on .

If you decide not to use the face tracking feature, repeat these steps, but select No Face Tracking in step 3.


**Lesson 3: Use Video in a Conversation****To compensate for low light environments:**

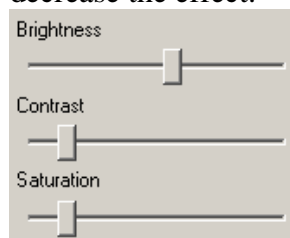
1. In the Camera Settings dialog box, click on the  tab if it is not displayed.
2. Click to mark the **Low Light Boost** checkbox.



3. Click on .

**To adjust brightness, contrast and saturation:**

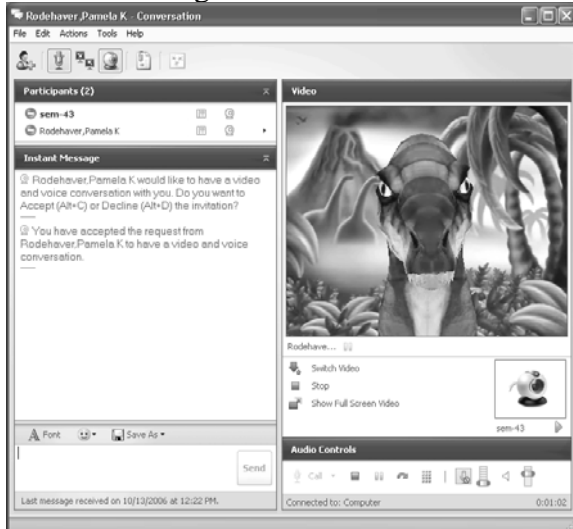
1. In the Camera Settings dialog box, click on the  tab if it is not displayed.
2. Drag any of the three sliders to the right to increase the effect or to the left to decrease the effect.




3. Click on .

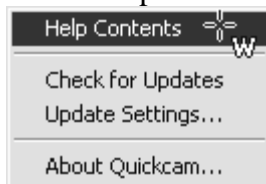
**Lesson 3: Use Video in a Conversation****To use video effects:**

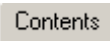


The QuickCam allows the use of animated models (avatars), which completely replace your video image, and video accessories, which are applied on top of your video image. The avatars (such as an alien or dinosaur) and video accessories are accessed through the Camera Assistant. Here is an example of an avatar.




For a copy of the complete instructions to setup a video effect:

1. Click on the  **Help** button.
2. Select Help Contents from the menu.



3. Click on the  **Contents** tab of the Video Software Help window, if it is not on top.
4. Select  **Video Effect Setup and Operation**.
5. Select  **How to use Video Effect**.

You may print the instructions by using the Print tool  in the Help window.

Contact [pstrain@uakron.edu](mailto:pstrain@uakron.edu) or [appsupport@uakron.edu](mailto:appsupport@uakron.edu).