

Test Your Audio and Video

It is best to make sure that your audio is working properly before a class starts. Testing your audio means making sure you can hear the presenter and that your microphone works so that the presenter can hear you clearly.

There is no real way to “test” your video. But you can adjust it.

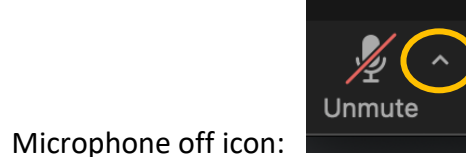
There are three ways to test audio and video.

1. From the Zoom app during a class
2. From the Zoom app when no class is active
3. From the “Waiting for the Host to Start This Meeting” window

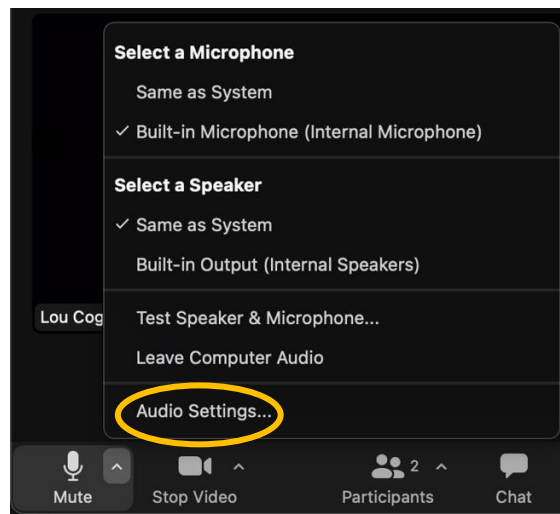
1. Testing Audio from the Zoom app during a Class

Testing audio is important if you will be presenting at the class, asking questions, or even if you just want to hear the presentation clearly.

While you are in a class, move your mouse to the bottom of the Zoom window to bring up the Zoom toolbar. On the left side of the toolbar, you will see one of two microphone icons. If your microphone is on (icon on the left) it would be best to click it to turn it off. Then you will see the microphone icon on the right



Now, click the carat (^) next to the microphone to bring up a popup window (below).

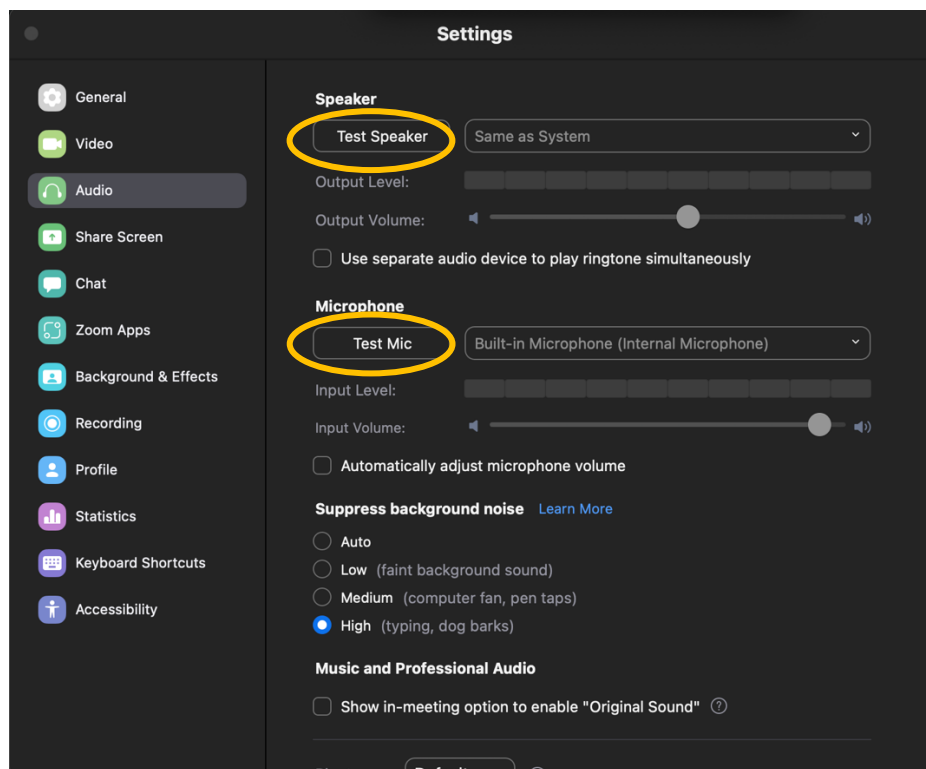


First check, in the top 2/3 of the popup, that Zoom is using the correct microphone and speakers. Your system may have a built-in speaker and mic, you also may have a headset that you plug in, you may have a Bluetooth headset like Air Pods. Be sure Zoom is using the ones you want to use.

Then click “Audio Settings” to bring up the “Settings” window. “Audio” will be selected automatically. You could have chosen the “Test Speaker and Microphone..,” option. It does mostly the same things as described below but in a slightly more confusing and less convenient way. It will not be discussed here.

First, test your speaker. The microphone test uses the speaker, so you need to test the speaker before the microphone..

1. If you didn’t change to the correct speaker and mic you can do it here, too. Next to the “Test Speaker” button Zoom displays the currently selected speaker in a pull down box. If you wish to change it, click on the speaker name in the pull down box and select from the list. If you don’t see your desired speaker there, you will have to do some troubleshooting. Make sure everything is properly plugged in or, for Bluetooth devices, paired with your system. Troubleshooting connection problems, unfortunately, is not in the scope of this document.
2. Click “Test Speaker”.
3. The system will start playing a tune.
4. On the line below “Test Speaker” the output level bar will blink along with the tune.
5. You can use the Output Volume slider to get a comfortable volume



Then, test your microphone. Remember, the microphone test uses the speaker, so you need to know that the speaker works.

1. If you didn't change to the correct microphone, you can do it here, too. Next to the "Test Mic" button Zoom displays the currently selected microphone in a pull-down box. If you wish to change it, click on the microphone name in the pull-down box and select from the list. If you don't see your desired microphone there, you will have to do some troubleshooting. Make sure everything is properly plugged in or, for Bluetooth devices, paired with your system. Troubleshooting connection problems, unfortunately, is not in the scope of this document.
2. Click "Test Mic".
3. The system will wait for you to speak.
4. Look on the line below "Test Speaker" The output level bar will blink along with your voice.
5. A few seconds after you stop speaking, Zoom will play back what you said through your speakers.
6. If you don't like how it sounds you can click "Test Mic" again. This time, use the "Input Volume" slider while you are speaking to get a better sound.

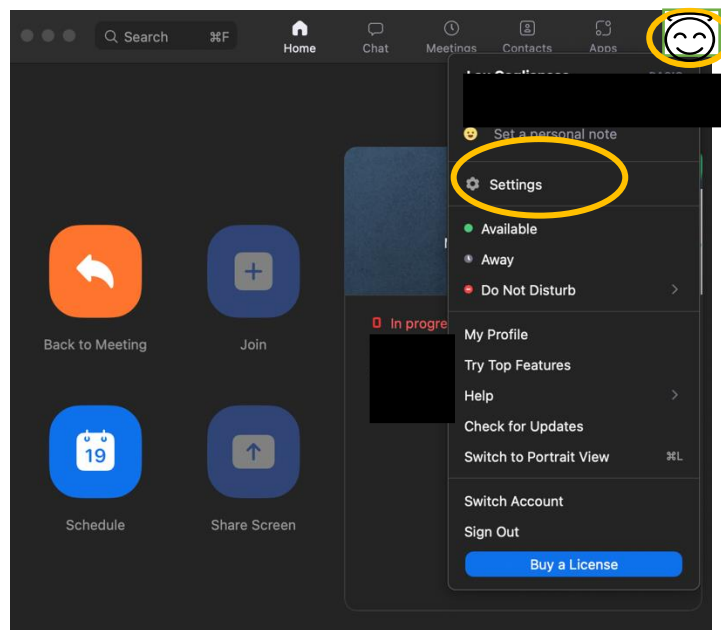
Note if there is going to be any background noise around you, you should choose one of the options under "Suppress Background Noise"

The following sections will refer back here because they simply get you to the Settings Window but via alternate routes.

Testing Audio From the Zoom app when No Class is Active

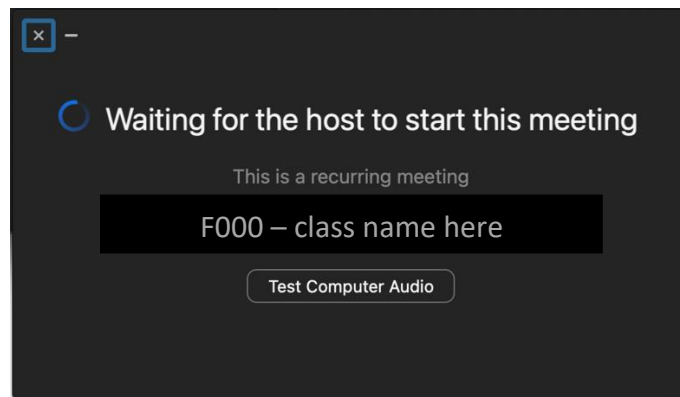
You can adjust the audio from the application without being in a meeting. This is handy to test your system the morning before a class.

1. Bring up the Zoom application from your system tray on the bottom of your Mac screen.
2. Click on your image in the upper right corner of the window to get a pop up window of options. (in the screenshot below, the author's image was replaced by a smiley)
3. Select "Settings"
4. The settings window will appear as described above.
5. You will have to click on "Audio" in the left-hand Navigation bar to get to the audio settings.
6. Then follow the instructions in the previous section.



Testing Audio From the “Waiting for the Host to Start This Meeting” window

You can adjust the audio from the application while waiting for the host to let you into the class or to actually start the class. If you are early to a meeting and see the window below, you can click the “Test Computer Audio” button. This will bring up the Settings window with the audio section already selected. Just follow the already documented instructions above.



Testing Video

As was stated at the beginning there really is no testing your video but you can adjust a few things. As with Audio, troubleshooting your system's video is beyond the scope of this document.

Go to Zoom's Settings window via any of the means described above for audio. You can also get there during a class by clicking on the carat (^) next to the camera icon on the bottom left of the Zoom window and selecting "Video Settings" This is just like how you got to audio settings in the first section above.

Among the things you can adjust here are:

1. Choosing the correct camera
2. Mirroring your video, so you see yourself as in a mirror (it doesn't affect how others see you)
3. Adjusting the brightness or letting zoom automatically adjust for you in "low light". The auto adjustment is good, but it may change too frequently for some situations. In that case manual is better.
4. And others

