

Equipment required for Skype meetings

Be sure to test your equipment well in advance of joining a Skype meeting to avoid inconveniencing the other participants.

USB speaker

If you're going to have a Skype meeting in a conference room with several people, a USB speaker works best.

An example of a USB speaker that works well: **ClearOne Chat 170**.



USB headset

If you are sitting at your computer while taking part in a Skype meeting, you should use a USB headset. It is best to choose a USB headset with a sound card built into the cable. That way, you don't have to install drivers for the headset on your computer, saving you time before you log in to the meeting. Headsets with 3.5 mm plugs are not recommended because they rely on the computer's built-in sound card.

An example of a USB headset that works well: **Sennheiser PC36**.



Webcam

If you have a portable computer, the computer's built-in webcam works extremely well for Skype meetings. However, there are exceptions when you may need an external webcam, such as when several people will participate in the meeting or if you have a desktop computer that lacks a built-in camera.

NOTE: Keep in mind that video quality may deteriorate or video be lost altogether if the USB cable to the webcam is longer than two metres. If a cable longer than two metres is required, you'll need to use an active USB extension cable that provides additional power to the camera.

An example of a webcam that works well: **Logitech BCC950**.



Conference telephone

You can also call in to a Skype meeting using any phone. Mobile phones, landline phones or conference phones all work well. A conference phone is preferable if several people are participating in a Skype meeting over the phone.

An example of a conference phone that works well: **Konftel 300M**.

