

# Instructions: WebCam, Tripod and Speakerphone

**EXTERNAL WebCam:** Connect the external high-resolution WebCam to your laptop with the video conference software via the included USB cable.

1. Screw the WebCam thread onto the tripod screw.
2. Connect the **yellow** marked cable to the WebCam and the laptop.
3. The WebCam will be automatically recognized and installed by your laptop after approx. 15 sec. If this is not the case, plug the USB cable into another USB port on the laptop.
4. Select the Logitech / PanaCast WebCam in your video conference software.  
For PanaCast WebCams, an additional power supply is optional.  
Note: The WebCam can get hot. This is not unusual.


## **Set up the WebCam in the video conference software:**

- In **VidyoConnect**, click the **gear icon** (Settings) in the upper right corner.  
Select Audio/Video. Under Camera, select the PanaCast / Logitech WebCam.
- In **Zoom**, click the **gear icon** (Settings) in the upper right corner.  
Choose Camera, select PanaCast / Logitech WebCam.  
If you have already dialed into a Zoom room, you can easily set or switch cameras by clicking on the camera icon.
- In **BigBlueButton**, click on the **camera icon** at the bottom to share your camera. All available webcams will be searched automatically under **camera settings**. Select the PanaCast / Logitech WebCam and the transmission quality.

**Tripod:** The height of the Tripod for the WebCam can be adjusted in height.

1. Unfold the aritization buckles and adjust the WebCam height.
2. Close the aritiring buckles again.
3. Unfold the three feet of the tripod.

**SPEAKERPHONE:** A speakerphone consists of microphone(s) and loudspeaker(s).

1. Connect the speakerphone to the laptop using the **green** USB cable provided.
  2. The speakerphone will be automatically detected and installed by your laptop after about 15 sec. If you have two speakerphones (a cascable speakerphone), connect them with the included network cable and with an additional power adapter.
  3. Select both microphone and speaker in your video conferencing software.
- **Set up the speakerphone in the video conference software:**
  - In **VidyoConnect**, click the **gear icon (settings)** in the upper right corner.  
Select Audio/Video. Under Microphone and Speaker, select Jabra / Chat150 / Chat160.
  - In **Zoom**, click the **gear icon (Settings)** in the upper right corner.
  - Select **Audio**, select Jabra / Chat150 / Chat160.
    - If you have already dialed into a Zoom room, you can easily adjust or change the speakers and microphone by clicking on the **headphone icon**.
  - In **BigBlueButton**, connect to the VC with Audio and click on the icon .
  - Now select microphone and speaker Jabra / Chat150 / Chat160.
  - **Wall speakers** in lecture halls / seminar rooms: To select the wall speakers, connect your laptop via the HDMI cable and select the option Crestron.

**For help and support by phone, please contact the Medientechnik team:**

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