Introduction

To Audio conference, follow the instructions for Connecting the Speakers to a computer.
To Video conference, follow the instructions for Connecting the Speakers to a computer and Connecting the Video Conferencing Camera to a Computer.
To stream live video, follow the instructions for Connecting the Speakers to a computer and Connecting the Video Conferencing Camera to a Computer and Using VLC Player.

A tripod can be used with the camera to allow you to adjust the height of the camera. In either application, video conferencing software such as BlueJeans or Skype is required.

If you don’t have a BlueJeans account and you want to setup a meeting using it, create a job with the IT Service Desk. IT will schedule the meeting and provide necessary details. If you have a BlueJeans account, just open the browser and login to your BlueJeans account

Contact IT @ 2116 for Training and Troubleshooting.
Connecting to a phone or other device is not possible at this time.

What’s in the Bag

- 2 speakers
- Power supply- speaker phones (when using both speakers)
- ChatLink Cable -speaker phones (when using both speakers)
- USB cable-(speaker phone (when using one speaker)
- USB cable(video conferencing camera)
- HD Video Conferencing Camera
- Remote control (video conferencing camera)
- 2 AAA Batteries
- Power supply (video conferencing camera)

Get Familiar with these parts of the equipment

Speaker

Video conferencing Camera
Audio Conferencing – Connect the Speaker(s) to a Computer

For small groups within 5 feet of the speaker phone - Use one Speaker phone
1. Connect the Speaker USB cable to a USB port on the computer.
2. Connect the other end of the USB cable to the Mini USB port on the speaker.
3. Turn on the computer and launch your video conferencing software.
4. In the video conferencing software, set the microphone, and speakers to Chat150.
5. If you are audio conferencing only, set the video to Mute.

Note: when using one speaker phone, power is supplied by the computer via USB cable.

For larger groups more than 5 feet away from the speaker phone – Use both speakers
1. Connect the ChatLink Cable to the power supply, then connect the RJ-45 connections of the ChatLink cable to each Speaker.
2. Place the speakers 5 feet apart.
3. Connect the power supply to an electrical outlet.

Notes
- When using both speakers, power is supplied via electrical power supply.
- A zap tie has been placed in the male-female connection to prevent the power cable from inadvertently becoming unplugged from the chat cable.
- When the speaker(s) are connected to a PC, any changes you make to volume by pressing the volume buttons on the speaker(s) are reflected in the Speaker volume Control in windows and in the video conferencing software.

Video Conferencing (connect speakers, computer & camera)

1. Follow the steps above to connect the speakers to a computer.
2. Connect the mini USB connection of the video camera USB cable to the camera and the other end to the computer.
3. Connect the Power supply to the video camera and plug into an electrical outlet.
4. Place the camera on a stable surface. You can also use a tripod with the camera.
5. Turn on the Computer and launch your Video conferencing Software. (BlueJeans, Skype etc.)
6. In the Video conferencing application, set the Microphone, speakers to Chat150 and set the Video to USB Camera.

Speaker Volume/Mute Control
The microphone LED indicators **Blue** = the microphones are active. **Red** = microphone are muted. Seven volume **Blue** LED indicators illuminate to indicate the current volume setting—more lights indicate higher volume.

Press the Mute button to mute the microphones. If you are using the speaker(s) with a PC, you can also use the volume controls in windows or in the videoconferencing software application to make these adjustments.

**Camera Controls – using the Remote Control**

1. Insert the 2 AAA batteries into the remote control.
2. Point the remote control at the camera sensor.
3. Use the up ▲ and down ▼ arrows to tilt the lens vertically up and down.
4. Use the left ◀ and right ► arrows to Pan the lens horizontally from left and right.

**Streaming Live Video with VLC Player**

1. Connect the equipment following the instructions - **Video conferencing (connect the speakers, computer and camera).**
2. Place the speaker(s) 4’-6’ from the audio source. To prevent feedback, Mute PC Audio output before recording. Unmute before playback.
3. On the computer, open VLC Player and click on the Media Tab.
4. Make the selections below, then click **Advanced Options**.
5. In **Advanced Options**, make these selections below, then click OK.
6. Press **Play**.
To Record live Video – use only if you wish to record the video

7. In VLC player, click the **VIEW** tab and select **Advanced Control**. A Recording menu will appear in the bottom of the Player. Press the red dot to start and stop recording.

Training & Troubleshooting

**Contact IT @ 2116 for Training and Troubleshooting.**