Using a Video Conference Unit

**Need Help?**

If you would like to book a training session, please call the IT helpdesk 604-599-2116 to setup an appointment.

**Equipment & Media Services**
- Cloverdale 604 598 6041
- Langley 604 599 3209
- Richmond 604 599 3350
- Surrey 604 599 2216

---

**Introduction**

To Audio conference, follow the instructions for Audio conference for Small or large groups

To Video conference, follow the instructions for Video Conferencing

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.

Video conferencing software such as Microsoft Teams is required. A tripod can be used with the camera to allow you to adjust the height of the camera.

**Care & Handling**

Avoid exposure to extreme heat, cold and moisture.

Bumping or dropping equipment can damage the equipment.

**Get Familiar With**

- Mute status indicator
- Volume status indicator

---
Operating tips
A zap tie has been placed on 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, pressing the speaker volume buttons also changes the speaker volume control in Windows and in the video conferencing software.

Microphone LED indicators:
Blue = the microphone(s) are active.
1-7 blue LED= volume level.
Red = microphone(s) are muted.

Advanced Features
Stream & record live video
Contact IT 604-599-2116

Audio Conferencing for small Groups
For small groups within 5 feet of the speaker phone – use one speaker.
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 the power is supplied by the computer via USB cable.

Audio Conferencing for large Groups
For large groups more than 5 feet from 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.
   **Note:** When using both speakers, power is supplied through the ac adapter.

Video Conferencing
1. Follow the steps above for Audio conferencing for small or large groups.
2. Take the USB to Mini USB cable, and connect the Mini USB end to the video camera. Connect the USB end of the cable 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 mount the camera on a tripod to adjust the height & pan.
5. Turn on the computer and launch the video conferencing software.
6. In the video conferencing software, set the microphone/speakers to Chat150 and set the camera to USB camera.