**STEPS FOR OPERATION:**

1. Turn on your computer, launch your video conferencing software (e.g. Zoom) and login with your CNetID and password with the SSO option.

2. Connect the Logitech device USB cable to your computer.

3. Open your video conferencing software preferences. Select the Logitech device name for your speakers, microphone, and camera.

4. Start your video conference and test that you can see the correct camera view, mic pickup, and speakers.

5. When finished, disconnect the USB cable, gently coil it, and place it on the table for the next user.

For information regarding video conferencing, and media equipment located within the classroom, please contact Audio Visual Services: avs@uchicago.edu or 773.834.4499