

Video Conferencing Instructions



Vaddio EasyIP Conference system

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 Vaddio EasyIP USB cable to your computer (typically in the bottom rack drawer).
3. Open your video conferencing software preferences. Select EasyIP Decoder 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 (will use built-in room speakers).
5. When finished, disconnect the USB cable and gently coil it back into the AV rack drawer.

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



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