This remote controls the webcam that is installed just below the display in the Magill Group Study Room.

1. The webcam power is on all the time, as indicated by the red power light.
2. Plug the blue USB cable, marked "camera", from the cable cubby on the table top into your laptop's USB port.
3. Open the software you wish to use (Skype, Panopto, GoToMeeting, etc.) and select the webcam as your video source. The webcam device is named as "VDO360 VPTZH-01".
4. Use the remote control to adjust the pan, tilt, and zoom of the webcam. The focus is automatic but can also be adjusted with the remote if necessary. NOTE: If the person with whom you are videoconferencing says your picture is out of focus, press the “F” button the remote. This should adjust the focus.
5. There is no microphone built in to the webcam, so for your microphone source use the built-in microphone in your laptop.

This speakerphone can be used in lieu of your laptop’s native microphone/speaker services.

1. Connect the speakerphone to a USB drive on your laptop. The driver will install automatically.
2. Skype will automatically use the speakerphone; a message to this effect will display at the top of the Skype window.
3. Should you need additional help, connect to www.logitech.com/BSP420_support