

Logitech Group Video conference instructions

Requirements:

1. You should have two laptops. One for your presentation as a „normal“ participant of a video conference using screen sharing. The other one should do the conference management. The devices of the Logitech Group should be connected to this second laptop.

Each laptop should have:

- a RJ45 LAN connector or an adapter
- either HDMI or VGA connector for the projectors
- a free USB-A port
- the video conference software client (Zoom, StarLeaf, ...)

<https://www.medienstelle.uni-bremen.de/videokonferenz/index.php>

- Recommended internet browser: Google Chrome

2. The parts of our Logitech Group:

- Camera



- Hub



- Speakerphone with 2 extension microphones



- power supply
- cables
- Remote control

Setup and connecting to the laptop:

- 1.) Plug in the camera to the tripod. Connect the camera and the hub via the cable with blue connectors. Do not connect to power now.
- 2.) Place the speakerphone to a reasonable location. Put the extension microphones at good places. Connect the speakerphone and the hub via the cable with red connectors.
- 3.) Connect the hub via the supply to a power outlet. The speakerphone should show the Logitech Logo.
- 4.) Power up the second laptop (conference organizer laptop; COL) connected to LAN.
- 5.) Connect hub and COL via the special USB cable. The display of the speakerphone asks you to do so. LEDs of camera and power LED will flash for some time. Afterwards, the speakerphone gives an audio signal and the camera starts turning.
- 6.) Connect COL with the second projector (Beamer) to display remote participants on a separate presentation area.
- 7.) Start the video conference on COL (and on your presentation notebook)

Configuration of video conferencing tools (microphone, camera, speaker)

- 1.) If possible, use a special video conference client. Otherwise try Google Chrome
- 2.) Activate the external devices:
Check in the conference client if the external devices (Logitech group echo system) are selected for microphone and speaker. If needed change within the video client, not within Windows system settings.
- 3.) Check camera settings. Should be „Logi Group Camera“. As soon as the correct camera is selected the speakerphone will show blue lights.

Dismounting:

- 1.) Logitech Group does not have a power switch. Just unplug the power supply.
- 2.) Do not disconnect the two extension microphones from the speakerphone.
- 3.) Please use wire straps for each cable to reduce the number of knots.

See also:

https://www.logitech.com/content/dam/logitech/en_eu/video-collaboration/pdf/group-datasheet.pdf