Please adhere to the following instructions for use of VPL's video conference system. Usage of the system must comply with VPL policies and procedures as listed on the VPL website, particularly the Operational Policy, WIFI Agreement, Privacy Statement, and Internet Policy.

1. The connection between VPL's video conference hardware and the customer's laptop will be set up by **library staff**. Library staff will connect the Fasgear USB-C cable to your laptop's USB port, connect the TV's HDMI cable to your laptop and set the TV input to HDMI.
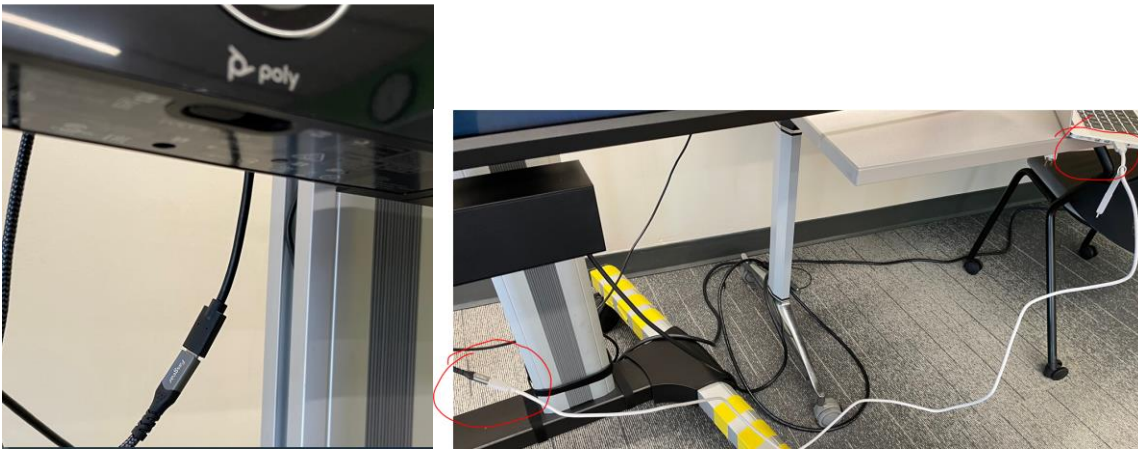

2. When you log in to Windows or macOS, the driver for the Poly Studio Conference will be automatically installed. Poly Studio may become the default microphone and speaker, or you may need to manually pick it from the list of devices (this will revert back when Poly Studio is unplugged).
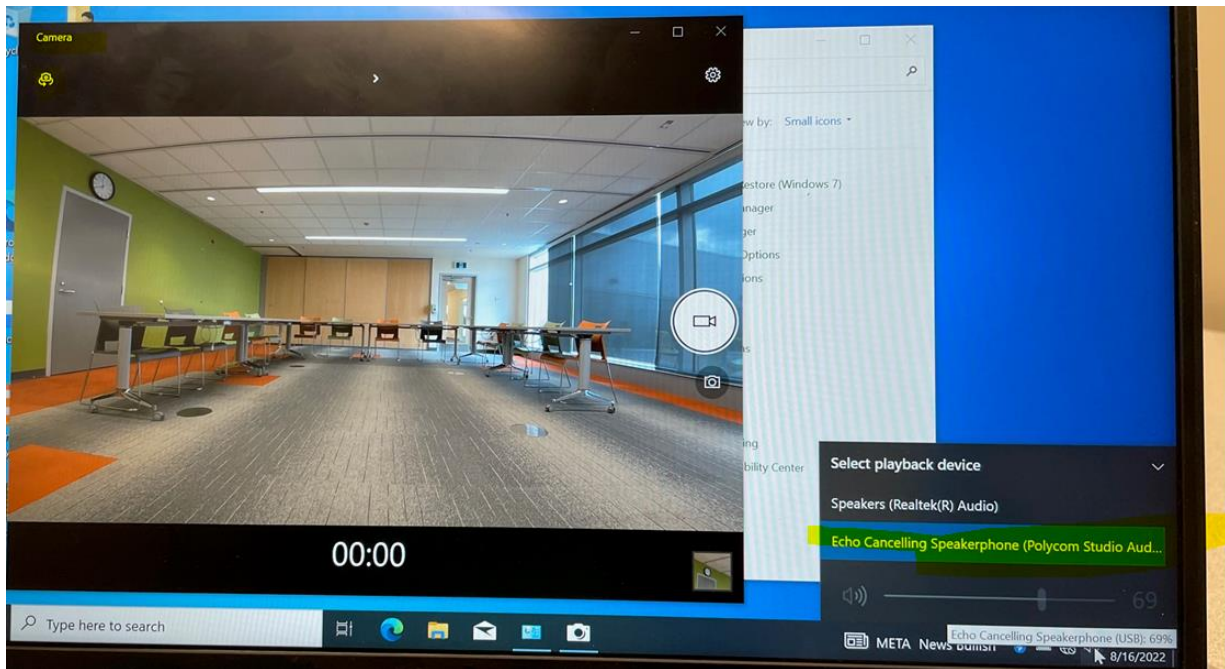
3. You can disable Poly Studio Camera Auto-tracking (square icon near the mute button), mute call, adjust volume and control the camera by using the Poly Studio remote control.
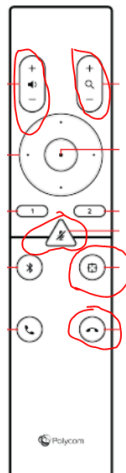
4. Connect to the library's public wifi on your laptop, start the preferred conference app (Zoom, Teams, Webex) and confirm Poly Studio is set as the default microphone and speaker inside the application window.
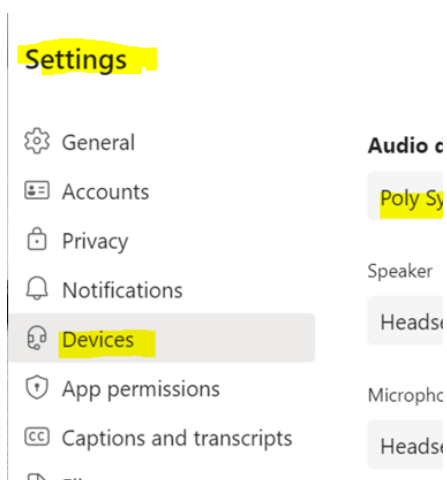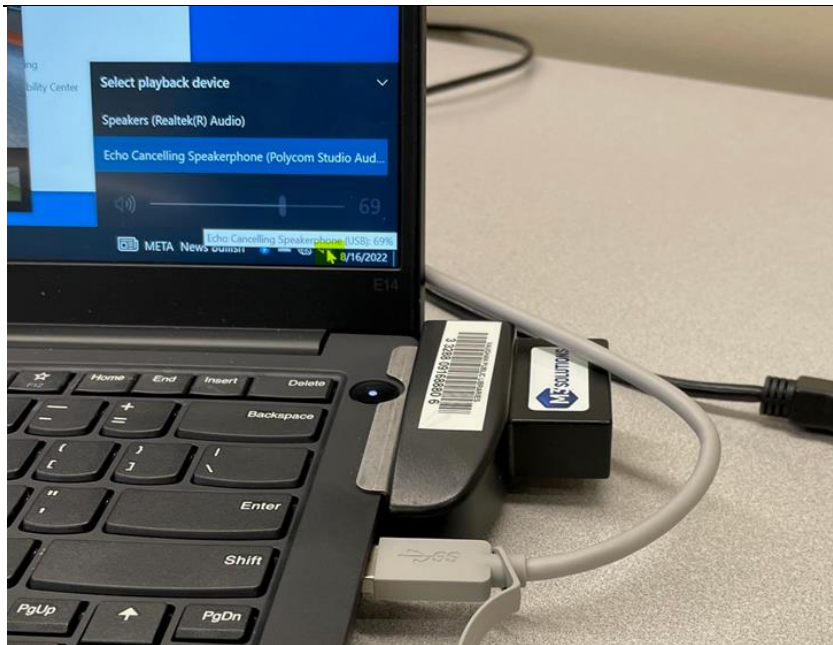
5. When you finish using the Poly Studio:
   - Please inform **library staff** and they will unplug the cable and disconnect the system from your laptop
   - **DO NOT** unplug the TV or turn off the power bar.

Notes:

Customers are responsible for managing how their own device works. Customers are responsible for operating their device and the video conference system in VPL's meeting room during their event. Library staff do not troubleshoot the system at the time of the event.