Tabletop Lightboard Instructional Guide

Setting up the Lightboard

1. Make sure that the table used is sturdy and secure, making sure that the folding mechanism knobs on the lightboard are locked, place the tabletop lightboard flat on the table.

2. Use the two included C-Clamps to secure the front section of the lightboard to the edge of the table. Make sure the C-Clamps are tight, but do not overtighten as that may damage the desk.

3. Loosen the 4 knobs that lock the folding mechanism. Carefully raise the glass until it is fully extended and perpendicular with the table. Tighten the 4 knobs immediately to secure the position.

4. Place weights or heavy books/objects near the back of the lightboard to weigh the unit down. This makes the lightboard more stable when being written on.

5. Plug in the AC (Electrical Plug) into an extension cord or into the outlet. That’s it, you’re all set!
Setting up the Webcam

1. Put the microphone stand together, and screw on top the included 5/8 inch to quarter inch adapter.

2. Take the Logitech C922 webcam out of the box, and using the bottom mounting hole on the unit, screw the webcam onto the microphone stand. Adjust the height so that it’s view is positioned directly in the middle of the lightboard. (this will be adjusted later).

3. Attach the included USB extension cable to the end of the USB plug on the webcam unit. Plug the USB-A extension cable into your computer. A converter (not included) may be needed for devices without a USB-A port. Your device should prompt and automatically install drivers if this is your first time doing so.

4. Go to https://www.logitech.com/en-ca/product/capture to download and install Logitech Capture. After installation, open up the program.

5. Setup the Logitech Capture program so that the output is mirrored horizontally, this can be found under the “advanced settings” menu on the main capture page. (Please view the video on the website if you are having issues). Minimize the program after you’ve completed the setup.

6. Open up the video conferencing program of your choice and setup a personal meeting. Ensure in the “video settings” of your conferencing app that “mirror my video” is turned off. Select your video source as “Logi Capture”. The C922 source will not work.

7. Ensure that the image is mirrored correctly and backwards – that’s it, you’re all setup!