How to Connect to Conference Rooms

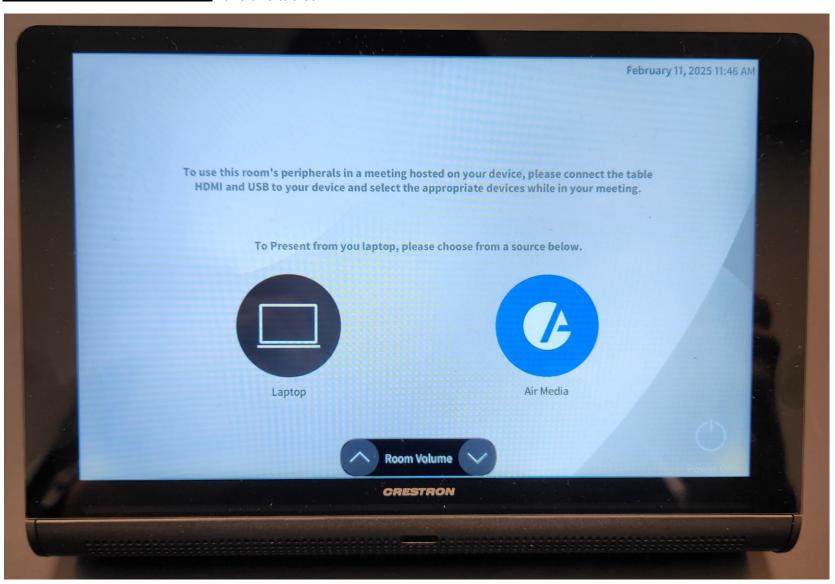
are equipped with TV screens, cameras, speakers, and microphones. You can use these for your virtual meetings, court hearings, etc. This instruction manual will be for RingCentral meetings. Teams/Zoom meetings will not be 100% the same, but will be very similar.

If you see this green screensaver on the TV, you should be able to connect your laptop with the following steps. If the TV is off, you may need to contact.



1. Go to the tablet sitting on the tabletop.

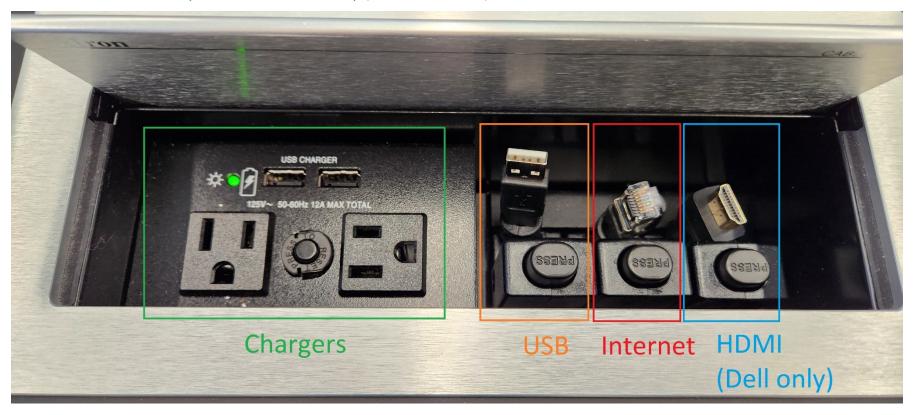
have this tablet.



has this touchpad on the wall instead.



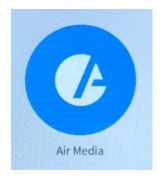
You should also see this tray of cables on the tabletop (in all three rooms).



There are **charging ports** available. To use the room's camera, plug in the **USB** to your laptop. The **internet** cable is optional. The **HDMI** cable is optional, only if you have a Dell laptop.

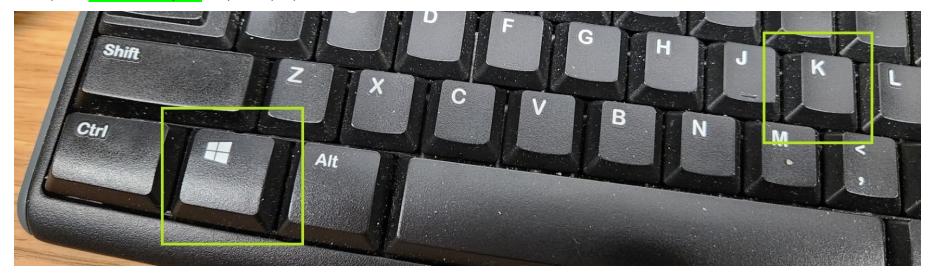
Pull the cables straight up to use them. Once you are done, press the button marked PRESS to retract the cables.

2. If you have an **HP** laptop: press **AirMedia** on the tablet. If using the wall touchpad in press the circle with the A inside.

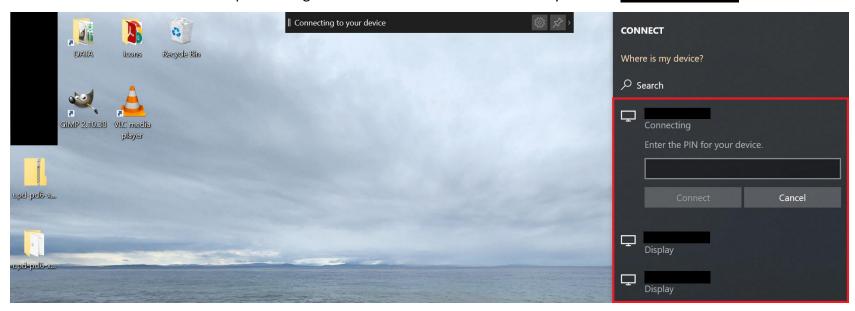




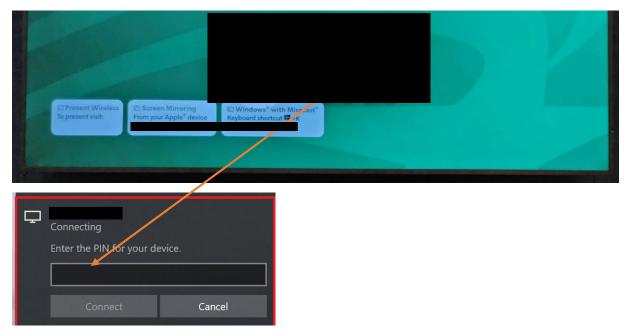
Then press Windows key + K on your laptop.



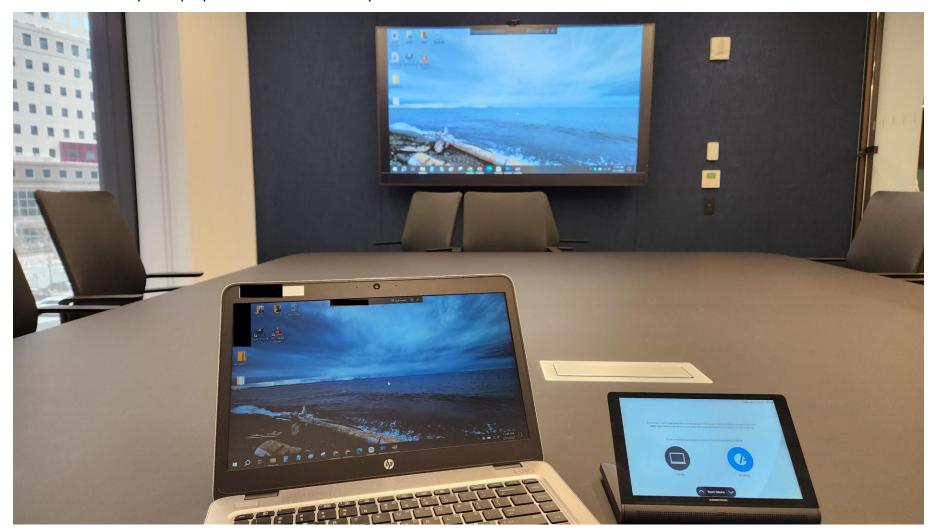
The Connect screen should show up on the right side. Select the room number that you are in



Enter the PIN that appears on the TV and click Connect.

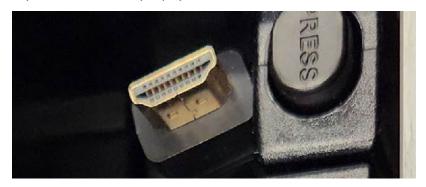


The TV screen and your laptop screen should now be synced.



3. If you have a **Dell** laptop, you can either connect the **HDMI** cable to your laptop, OR press **AirMedia** on the tabletop tablet/wall touchpad.

OR

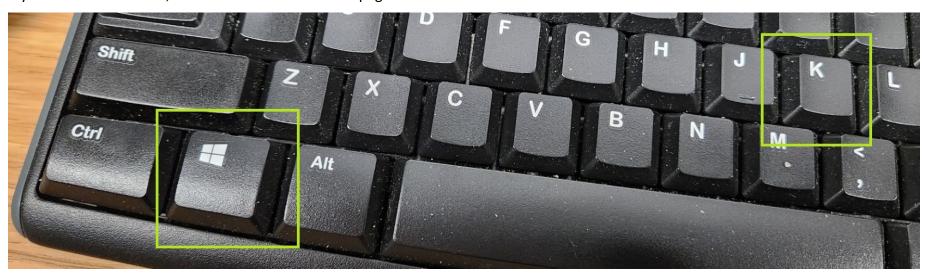






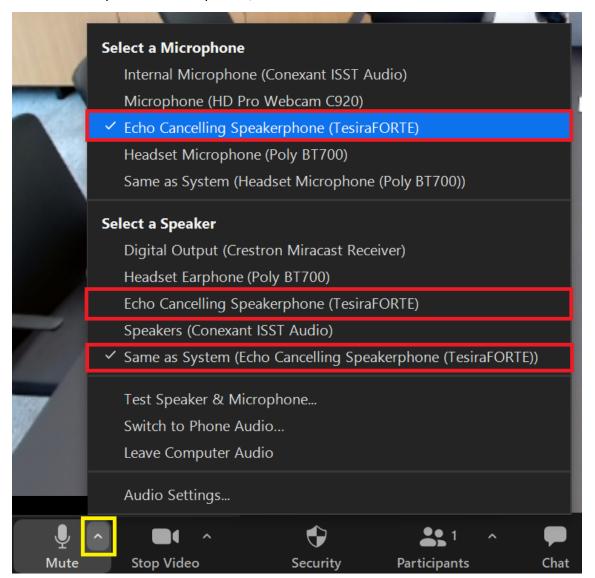
If you connected the HDMI cable, the TV screen and your laptop screen should now be synced.

If you selected AirMedia, follow the instructions from page 5-7.



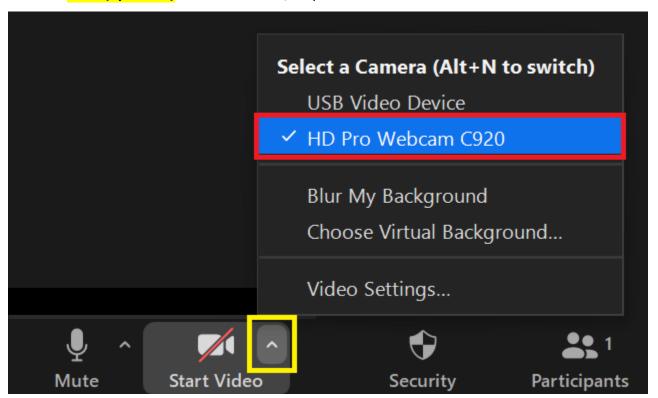
4. For your meeting, you will need to select the correct audio device in order for you to hear others and be heard.

Click the **caret (up arrow)** next to the Mute button. Then select **TesiraFORTE** for **both the Microphone and Speaker**. If you see two TesiraFORTE options for the Speaker, either one should work.



5. You will also need to select the correct camera device in order for you to be seen.

Click the caret (up arrow) next to the Start/Stop Video button. Then select HD Pro Webcam C920.



6. Now you should hear the room speaker audio and see the room camera feed.

Please email if you need assistance.