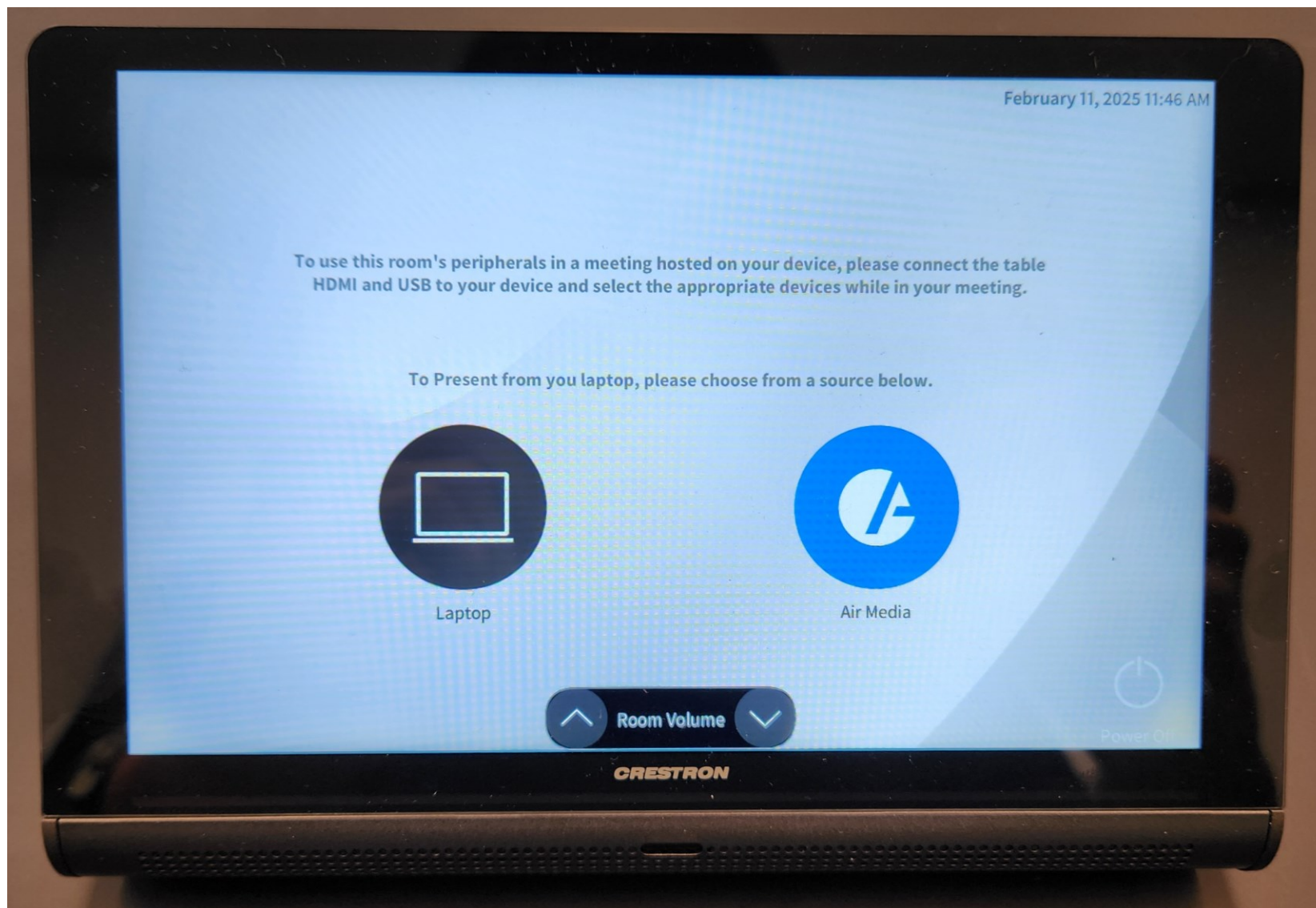


1. Go to the tablet sitting on the tabletop.

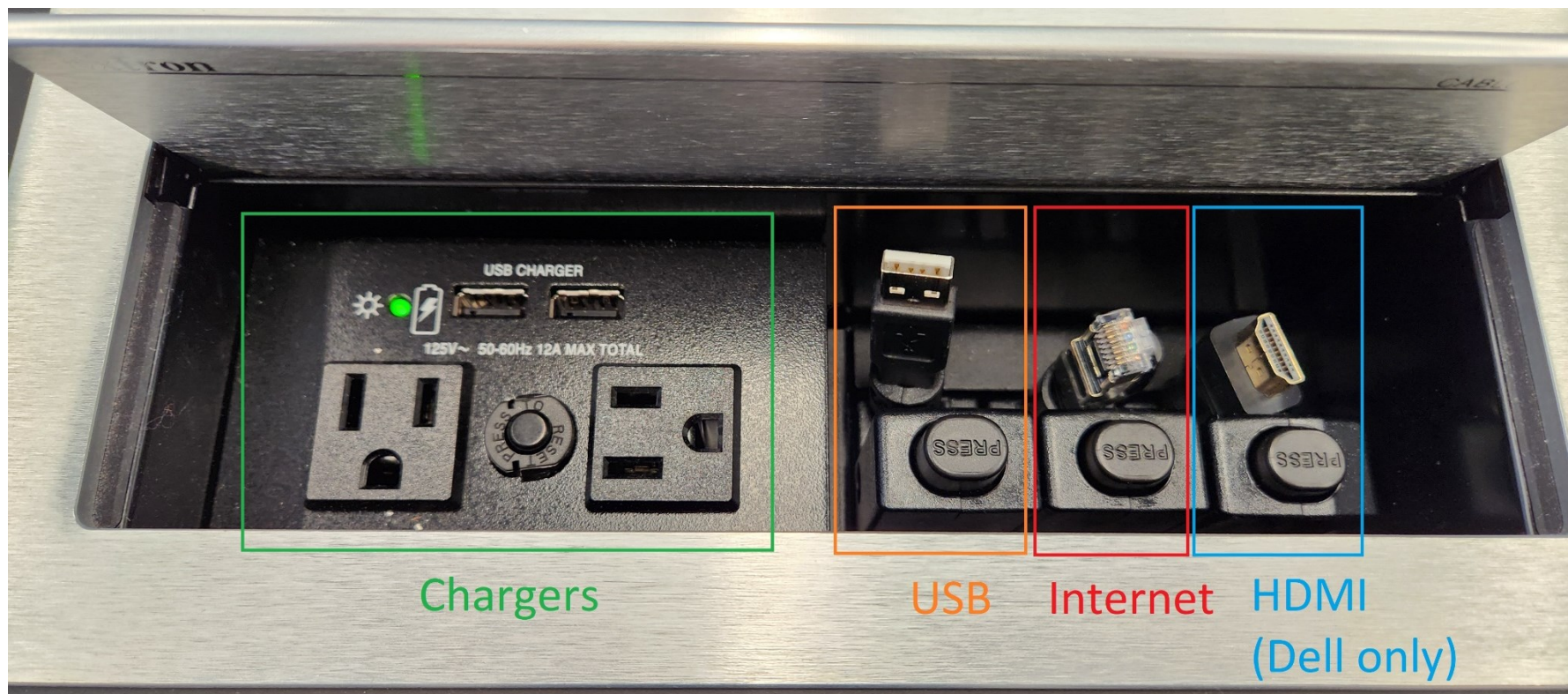
have this tablet.



has this touchpad on the wall instead.



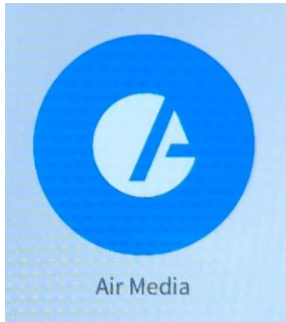
You should also see this tray of cables on the tabletop (in all three rooms).



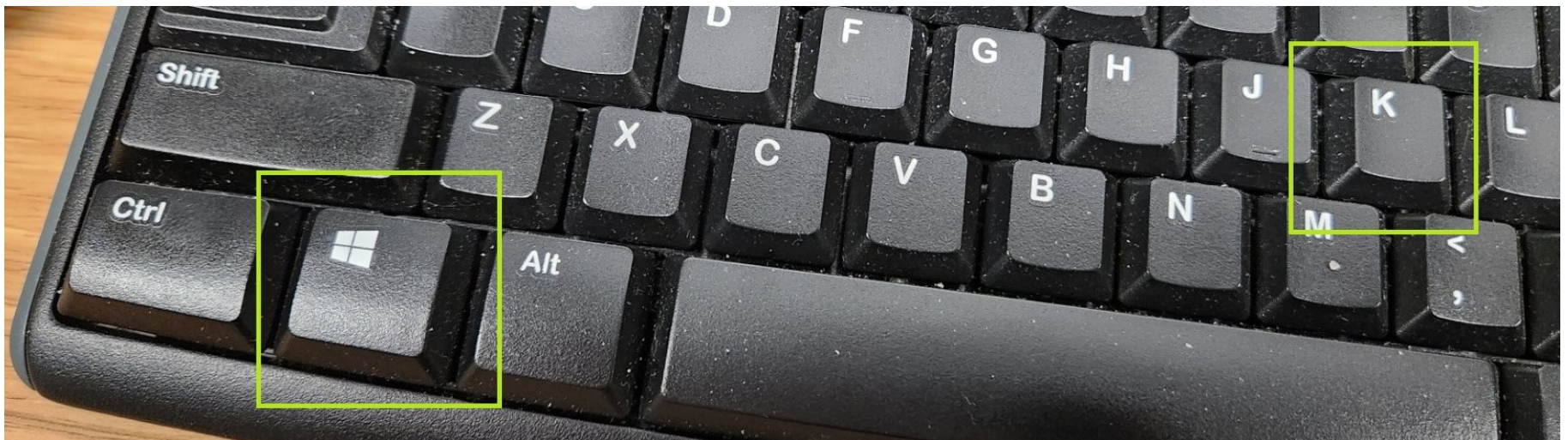
There are **charging ports** available. To use the room's camera, plug in the **USB** to your laptop. The **internet** cable is optional. The **HDMI** cable is optional, only if you have a Dell laptop.

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

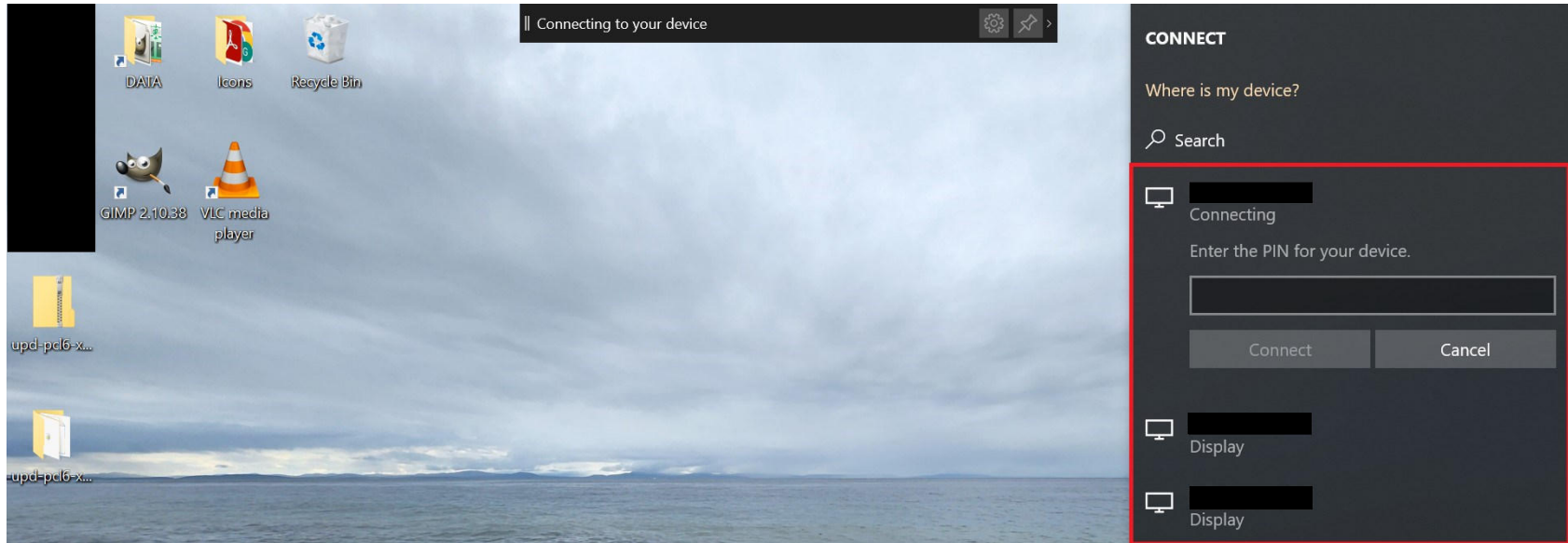
2. If you have an **HP** laptop: press **AirMedia** on the tablet. If using the wall touchpad in press the circle with the A inside.



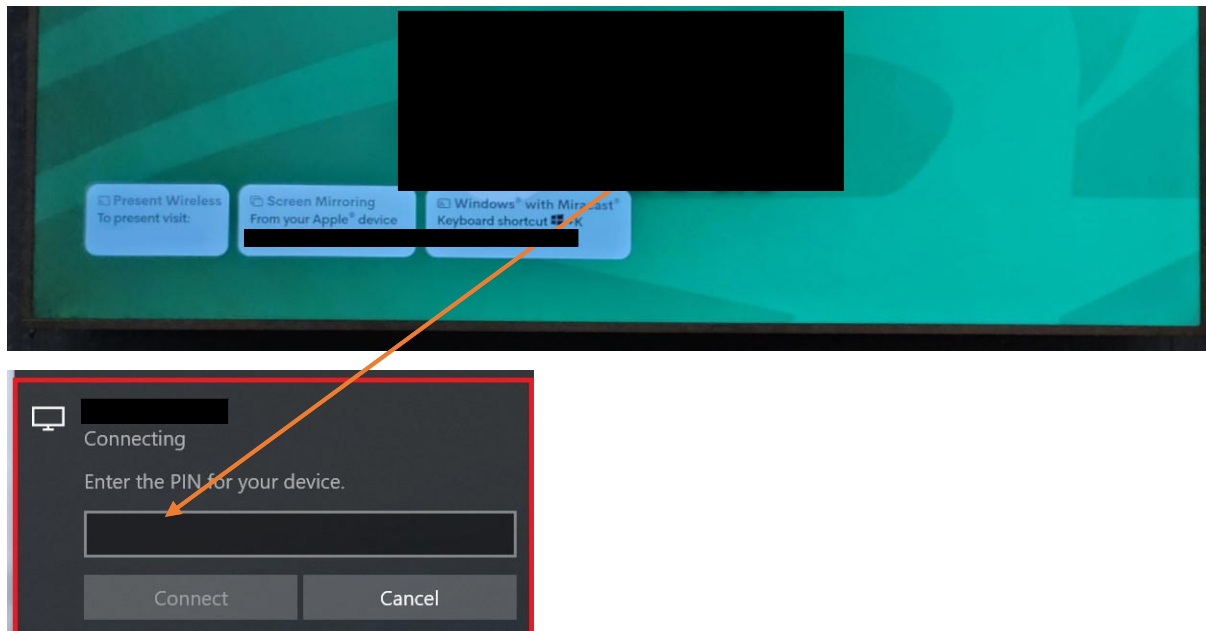
Then press **Windows key + K** on your laptop.



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



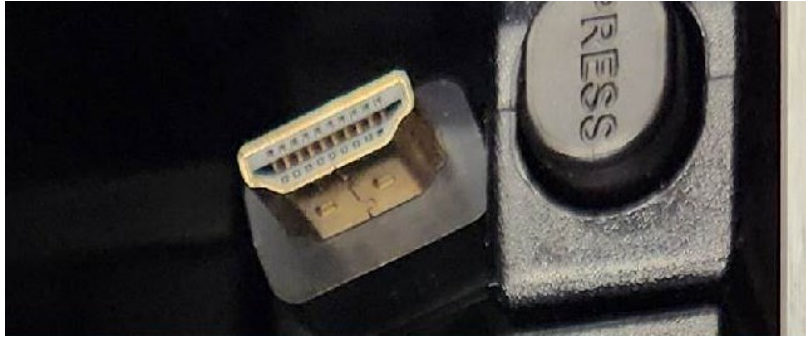
Enter the PIN that appears on the TV and click Connect.



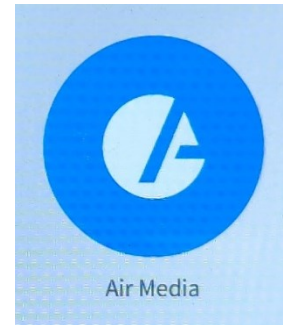
The TV screen and your laptop screen should now be synced.



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.

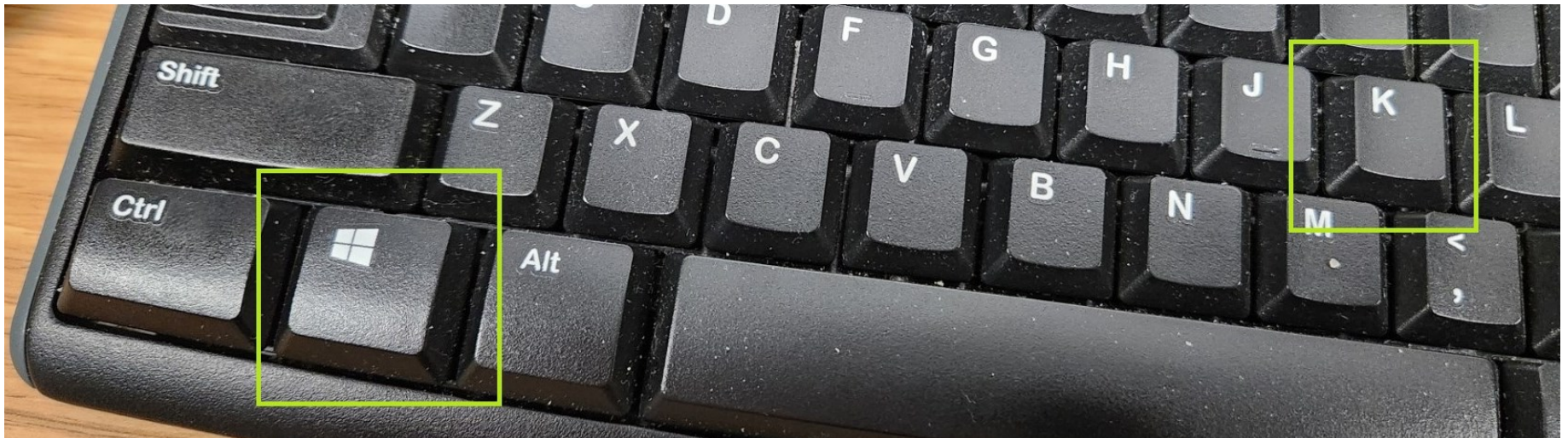


OR



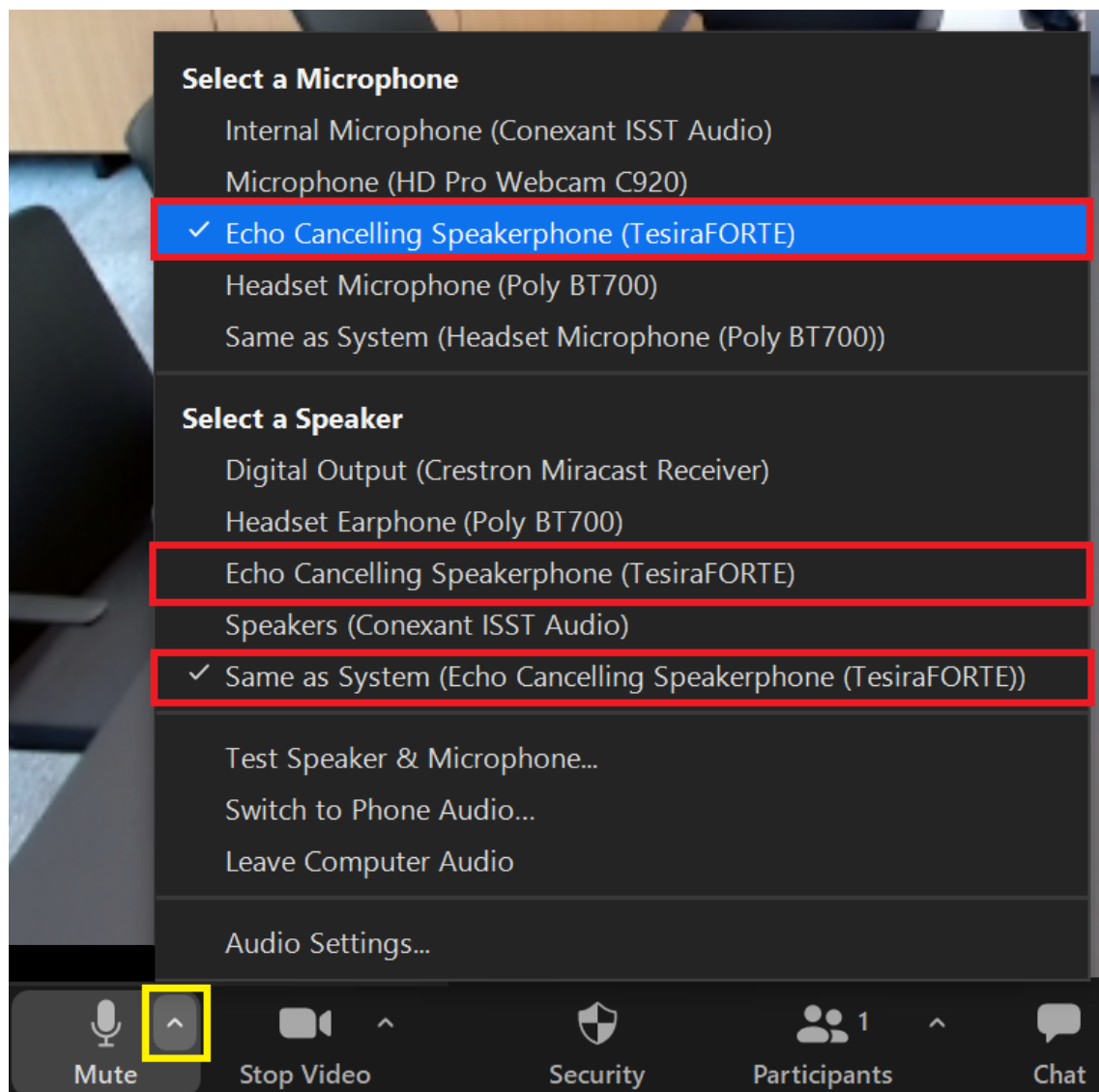
If you connected the HDMI cable, the TV screen and your laptop screen should now be synced.

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



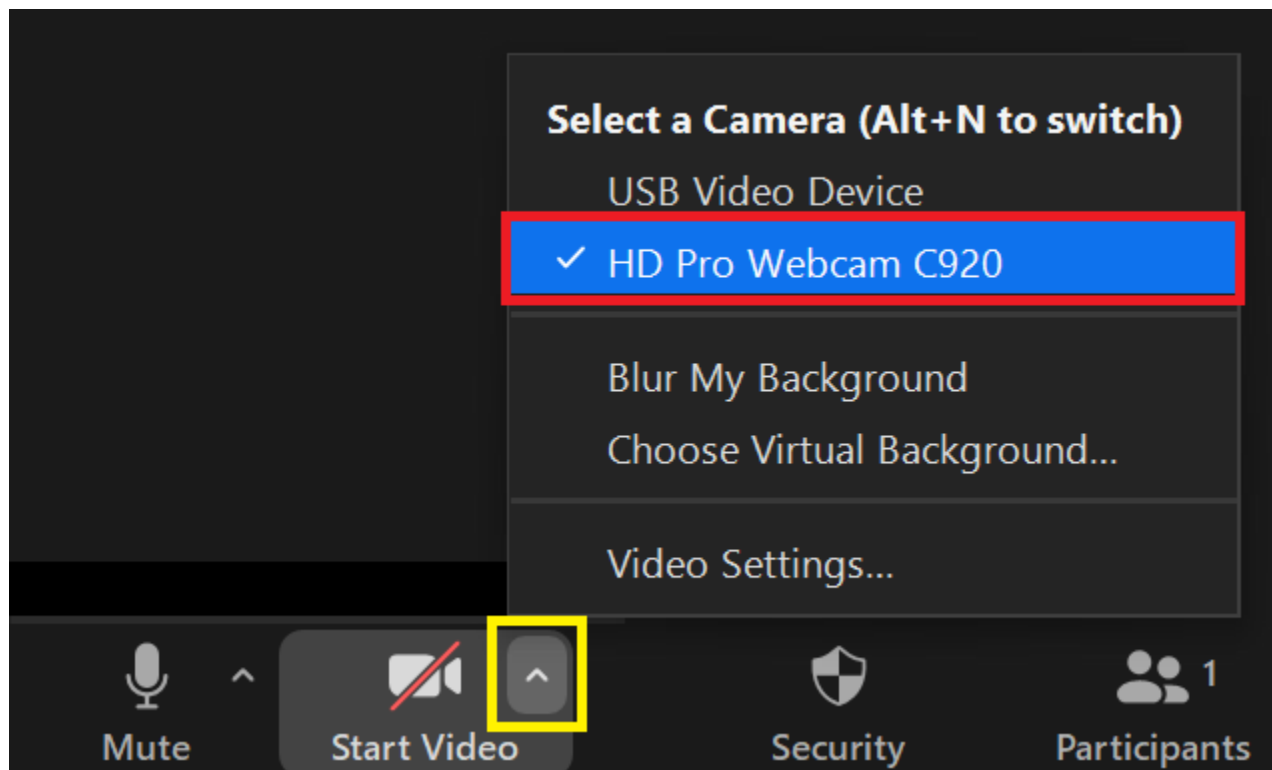
4. For your meeting, you will need to select the correct audio device in order for you to hear others and be heard.

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 [REDACTED] if you need assistance.