







How to Connect to Huddle Rooms

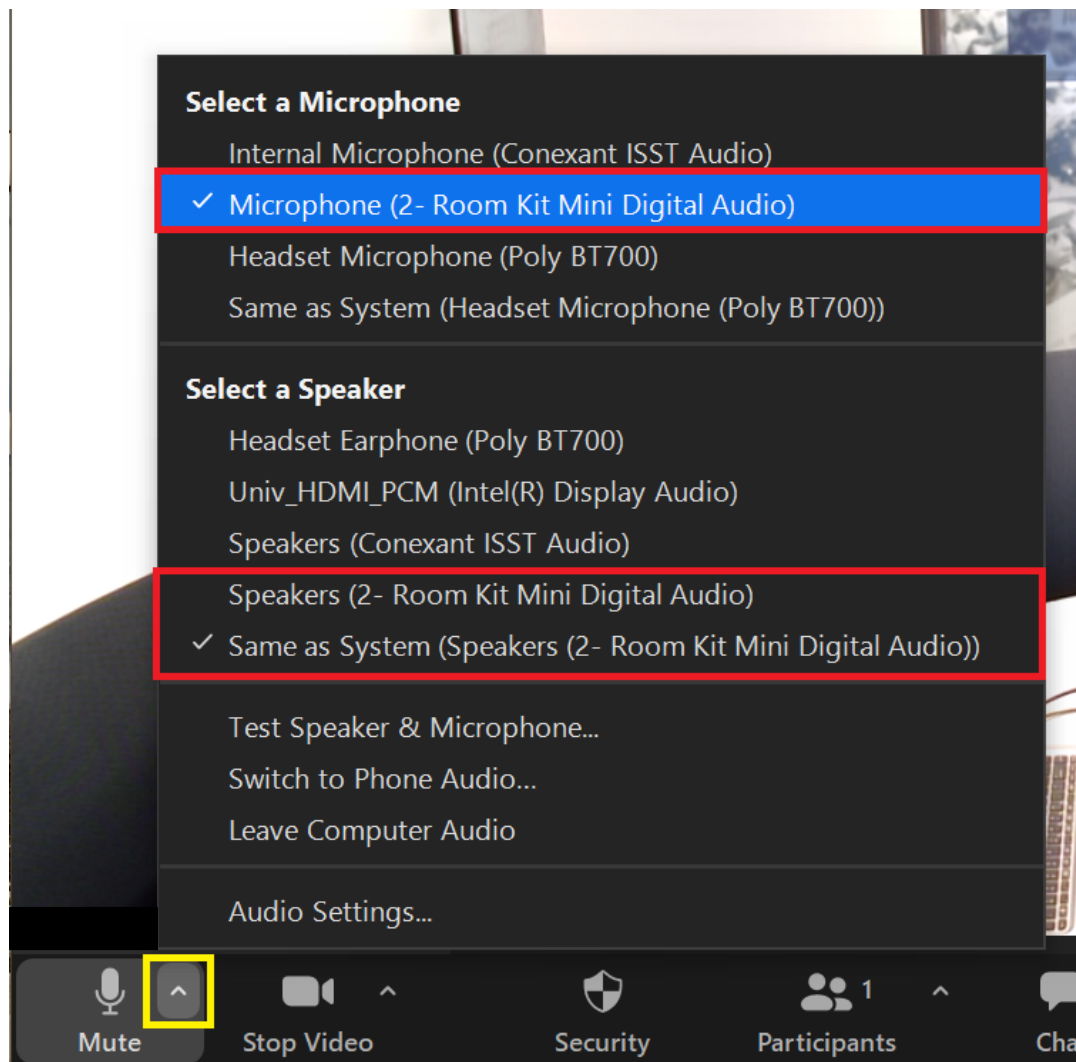
are equipped with TV screens, cameras, speakers, and microphones. You can use these for your virtual meetings, court hearings, etc. This instruction manual will be for RingCentral meetings. Teams/Zoom meetings will not be 100% the same, but will be very similar.

- 1. Connect your laptop. **HP** laptops need a USB cable, and a DisplayPort cable. **Dell** laptops need a USB cable, DisplayPort cable, and HDMI adapter. You can also connect your personal devices.

HP Laptop	Dell Laptop	iPhone (15 & later) / Android (Samsung, etc.)
 	  	

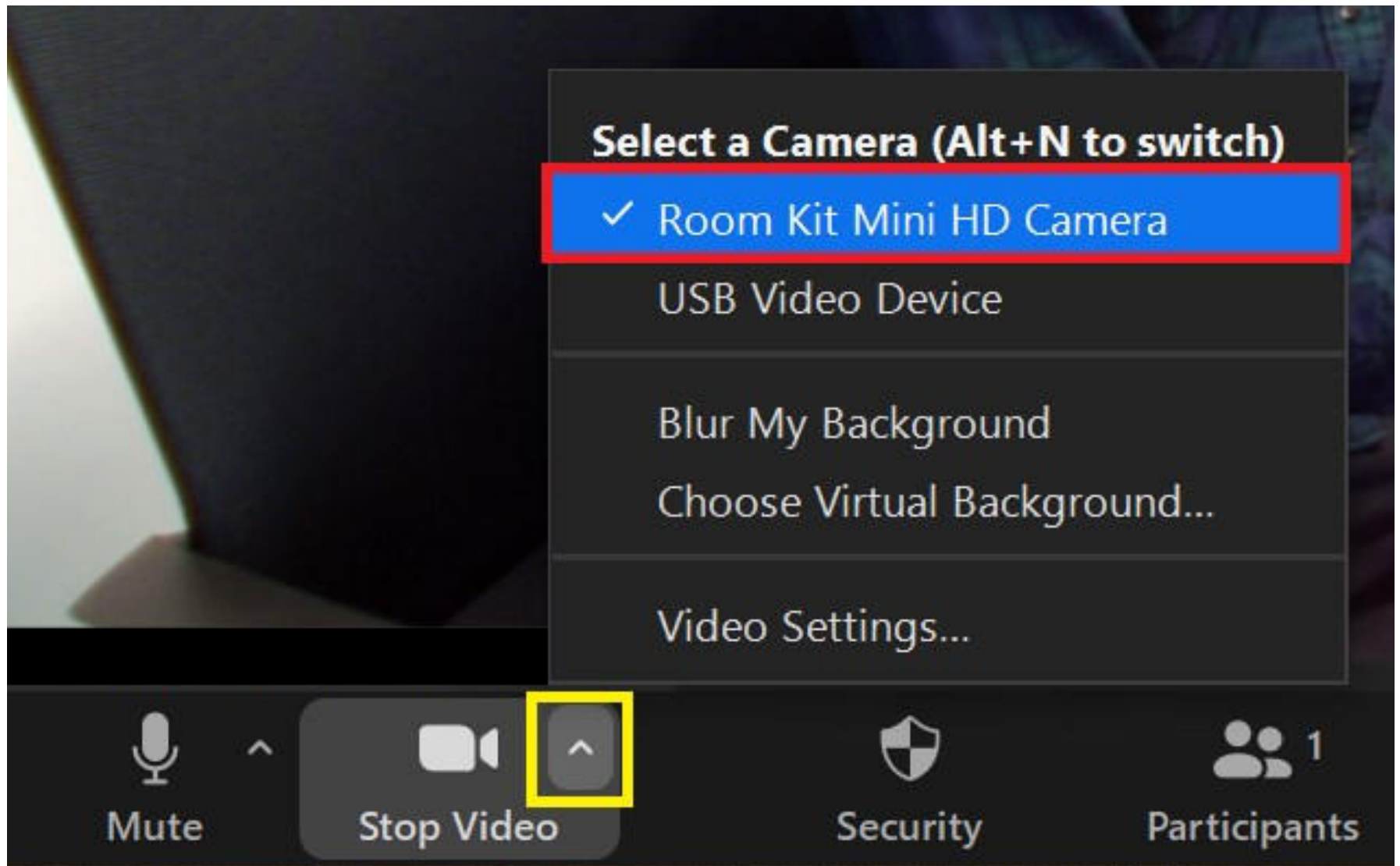
2. Your laptop screen should now automatically be shown on the TV screen. If not, try unplugging and plugging back in. Your personal device may require other steps, especially for mobile phones and tablets.
3. For your meeting, you will need to select the correct audio device in order for you to hear others and be heard.

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

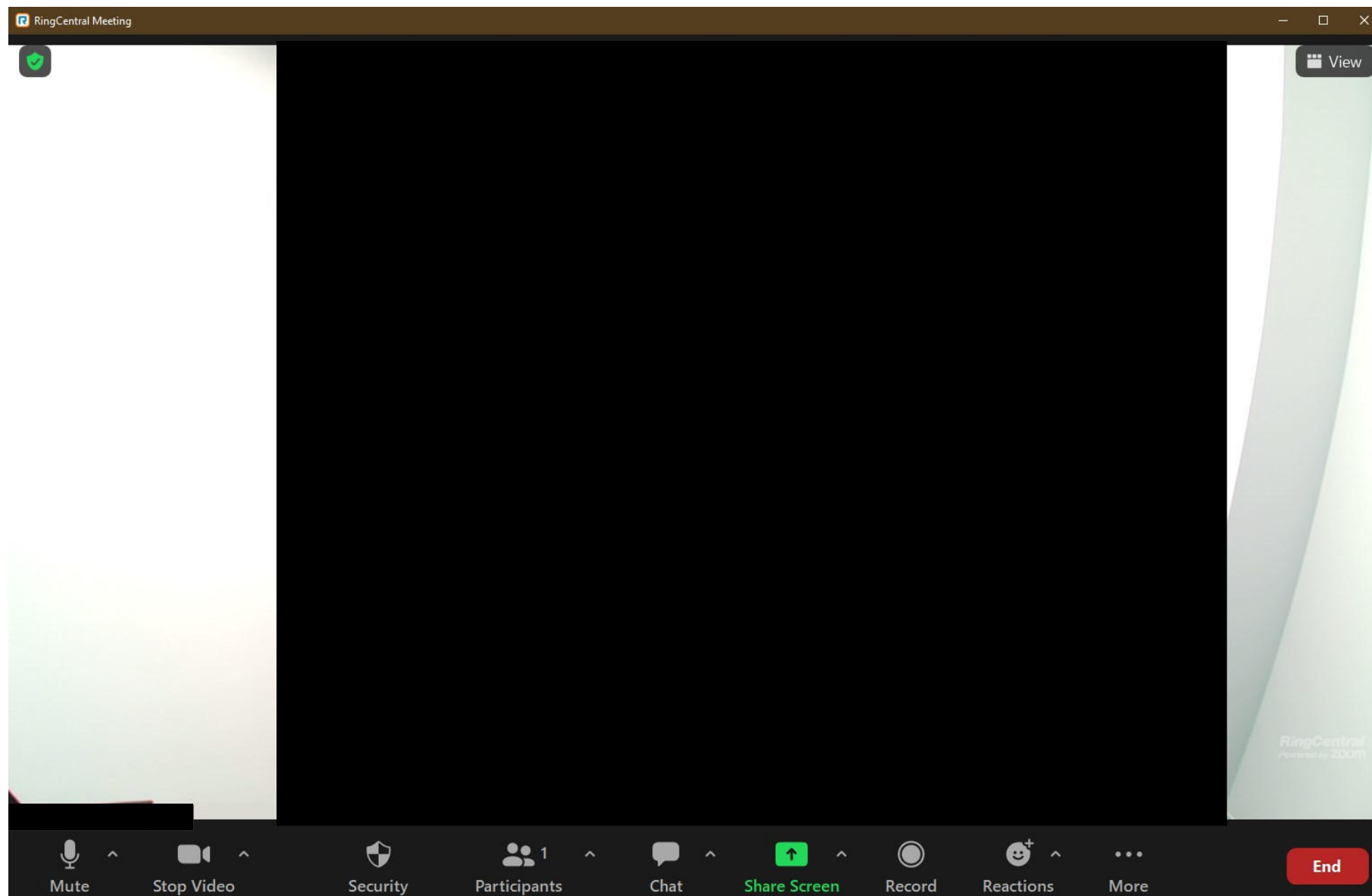


4. You will also need to select the correct camera device in order for you to be seen.

Click the **caret (up arrow)** next to the Start/Stop Video button. Then select **Room Kit Mini HD Camera**.



5. Now you should hear the room speaker audio and see the room camera feed. The camera will automatically zoom in and track whoever is speaking.



Please email [MELSHelpDesk@dc37.net](mailto:MELSHelpDesk@dc37.net) if you need assistance.