

TECH Set-up GUIDE:

FLR 131 Cookbook Library

Room Uses:
Face-to-Face using (Laptop & Display Screen)
Web Conference (Laptop, Webcam, Microphone, Display)

Spring 2023

Need Help?
Call MET IT:
617-358-5401



Types of Cable Connections:



HDMI: Display Screen



USB-A: Camera & Microphone/Speaker (Zoom & Teams Meetings)



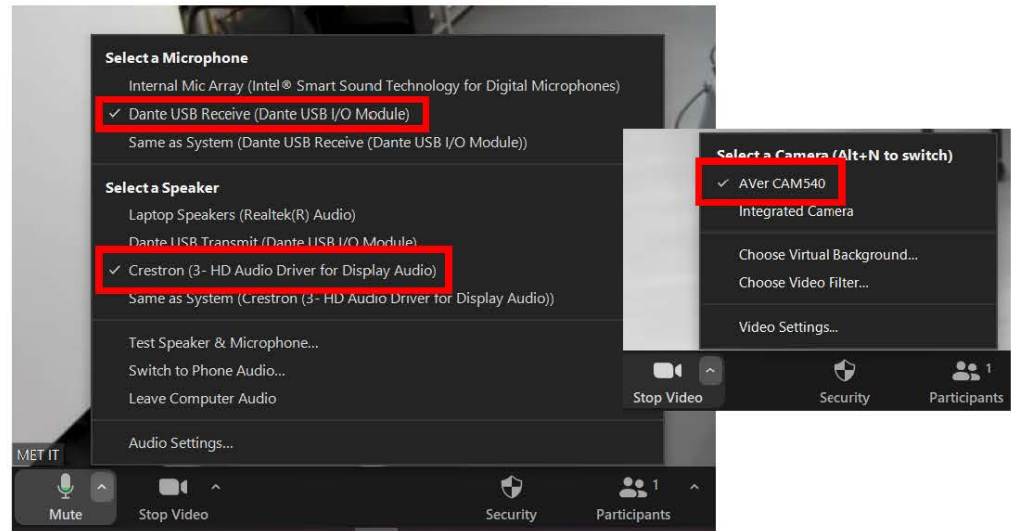
USB-C: Macbooks, Newer Windows (You will need an adapter)

Zoom Web Conferencing

1. Power on the Room System
2. Press "Laptop"
3. Connect Camera & Microphone (USB Cable)
 - Use adapter/hub if needed
4. Connect Display Screen (HDMI Cable)
 - Use adapter/hub if needed
5. Check all cable connections (Laptop, wall plate)
6. Launch Zoom Meeting (from Laptop).
5. From the Zoom Meeting select the Room's Microphone/Speaker
6. From the Zoom Meeting select Room Camera
7. Test Speaker & Microphone in Zoom.
 - Adjust Laptop or Room Volume as needed

ZOOM & AIR MEDIA:

- Air Media allows Wireless In-Room Display
- It replaces the need for the HDMI cable
- The USB cable is required for Room Camera & Microphone



Need Help?
Call MET IT:
617-358-5401

