

## **Motueka Small Meeting Room**

1. Connect laptop to long black cord (USB-C)
2. Turn on TV (remote will be in cabinet)
3. Press the house on the remote
4. Click left along the menu until you reach source
5. Select PC (HDMI 2)



You will now be connected to the TV and Conference Kit.

### **TIPS:**

- If you are running an online meeting, check your settings are as below.

#### **Audio Settings**

Speaker

Echo Cancelling Speakerphone (3-Logitech MeetUp Speakerphone)

Microphone

Echo Cancelling Speakerphone (3-Logitech MeetUp Speakerphone)

- If the fan noise is too loud for the online meeting, you can choose to use your laptop microphone by selecting it from your settings.
- If you do not have a USB-C connection there is a spare HDMI cord behind the cabinet (this will not give you conference ability, only display to the TV).
- You can have 2 screens by extending the display from your laptop (hold the window key + P) and select extend.

