

WEB ROOM USER GUIDE

Step 1

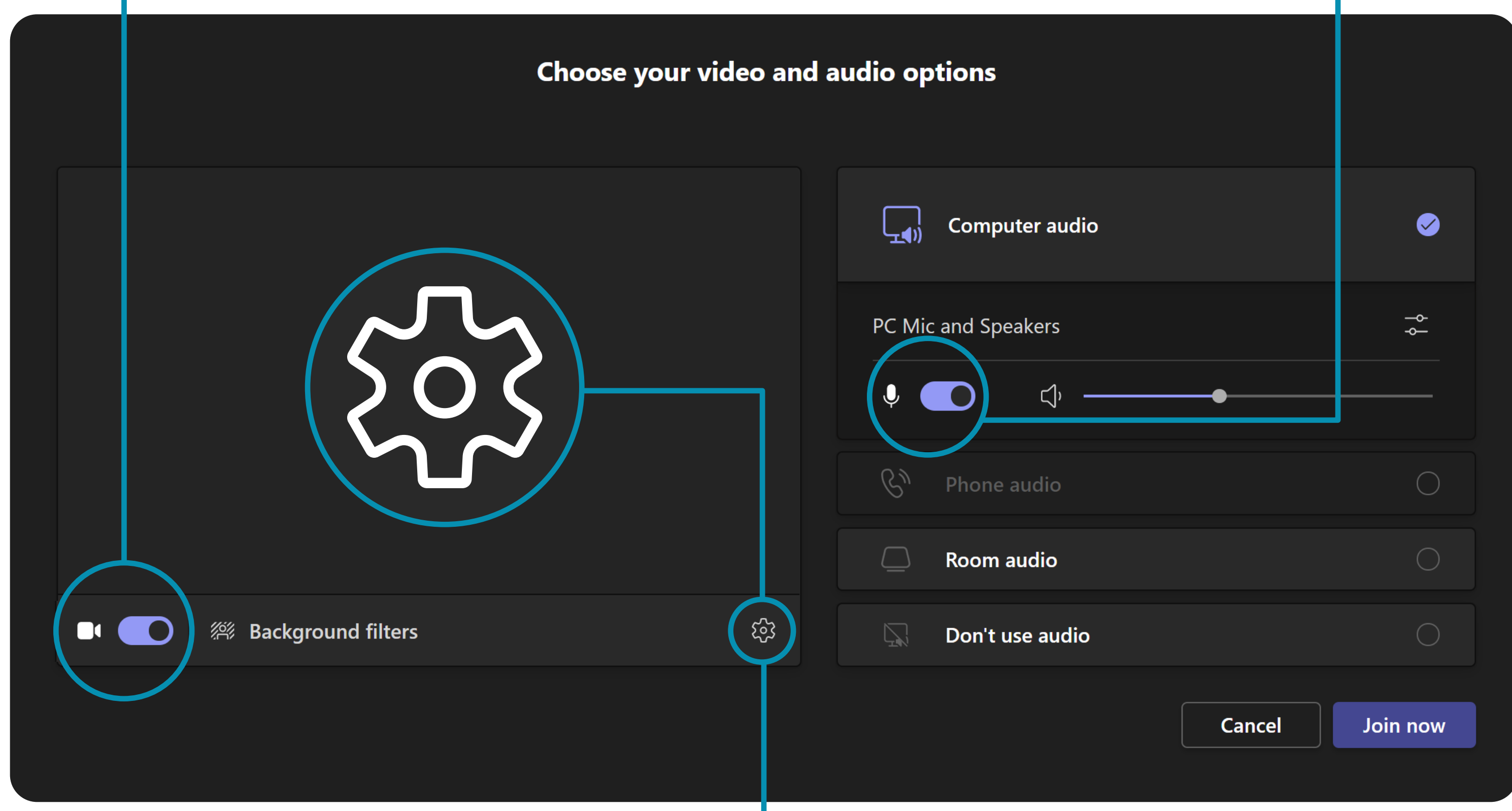
Plug the **USB-C** cable into your laptop to display on screen.



This will also charge your laptop

Step 2

Open your Teams invite and activate your **camera** and **mic**.



Click the **Settings** icon.

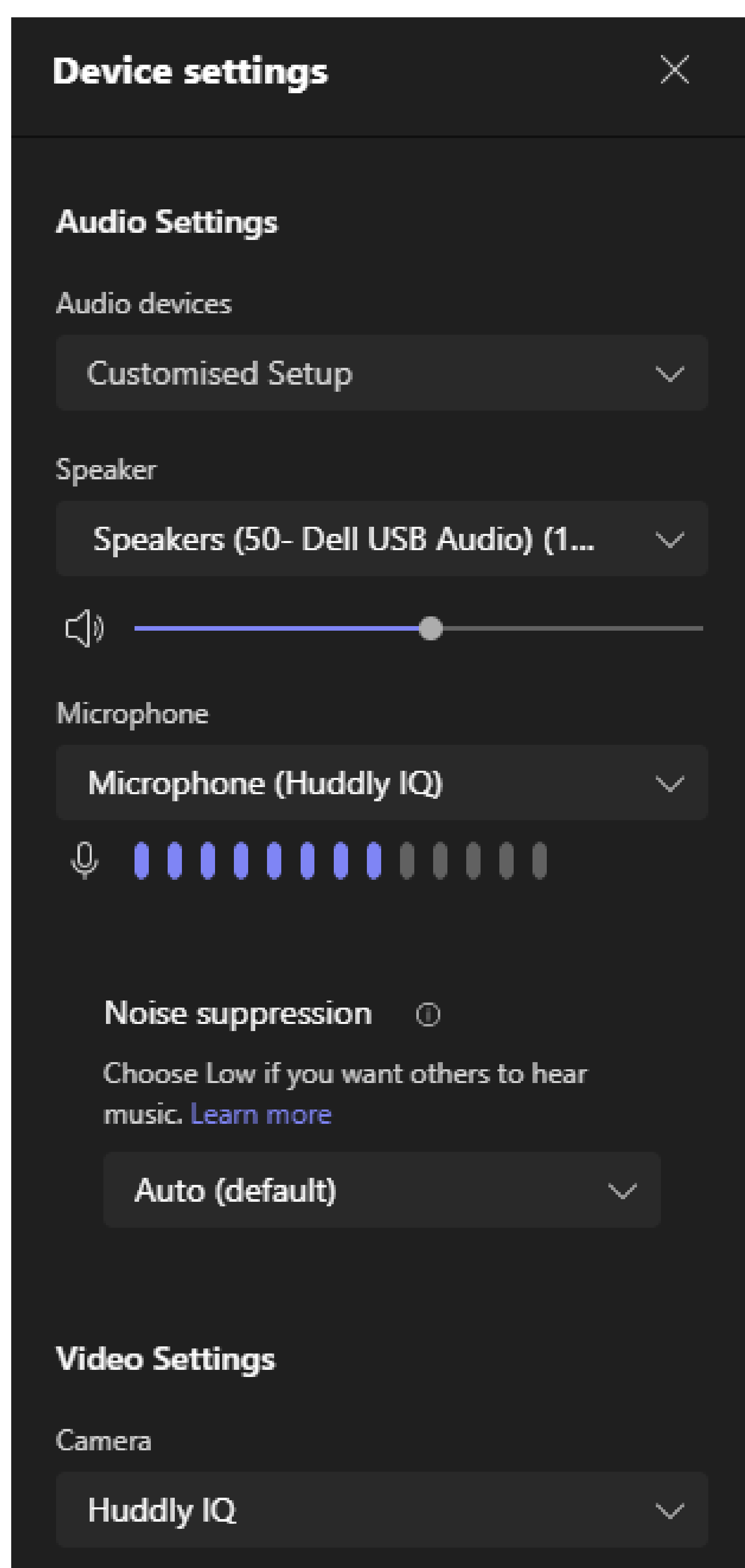
Step 3

Select the following devices:

Speaker –
Dell USB Audio

Microphone –
Huddly IQ

Camera –
Huddly IQ



You can now
join the call

Join now

The Instructions above are based on using Microsoft Teams, other Web Based platforms can be used in these rooms such as Zoom/Webex/Bluejeans etc. Changing the above settings vary on each platform.

**For assistance please contact AV on 3706
or email av@addleshawgoddard.com**