

For AV assistance please call 3706

MORE IMAGINATION MORE IMPACT

WEB ROOM USER GUIDE

Step 1

Plug the **USB-C** cable into your laptop to display on screen. (This will also charge your laptop)



* If your device does not have USB-C connect the HDMI & USB cables *

Step 2

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

Choose your video and	audio options	
	Computer audio	Ø
	PC Mic and Speakers	↑ ↓
	Phone audioRoom audio	
Background filters	Don't use audio	
	Cancel	Join now

Click the **Settings** icon.

Step 3

Select the following devices:

Speaker – L**G TV**

Microphone – USB PnP Audio

Device settings		×
Audio Settings		
Audio devices		
Customised Setup	\sim	
Speaker		
LG TV (Intel(R) Display Audio)	\sim	
Microphone		
Microphone (28- USB PnP Aud	\sim	
Noise suppression (i)		
Choose Low if you want others to hear music. Learn more		
Auto (default)	\sim	

Camera – H**uddly IQ**



You can now join the call



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