

# WEB ROOM USER GUIDE

## Step 1

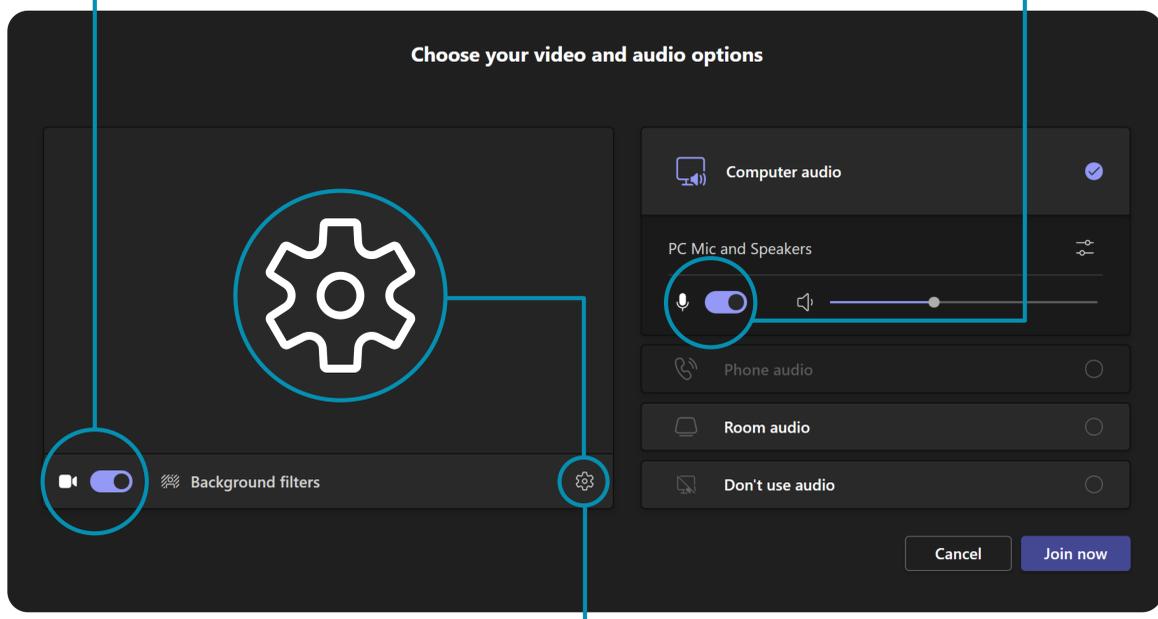
Plug the **USB-C** cable into your laptop to display on screen.  
*(This will also charge your laptop)*



\* 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**.



Click the **Settings** icon.

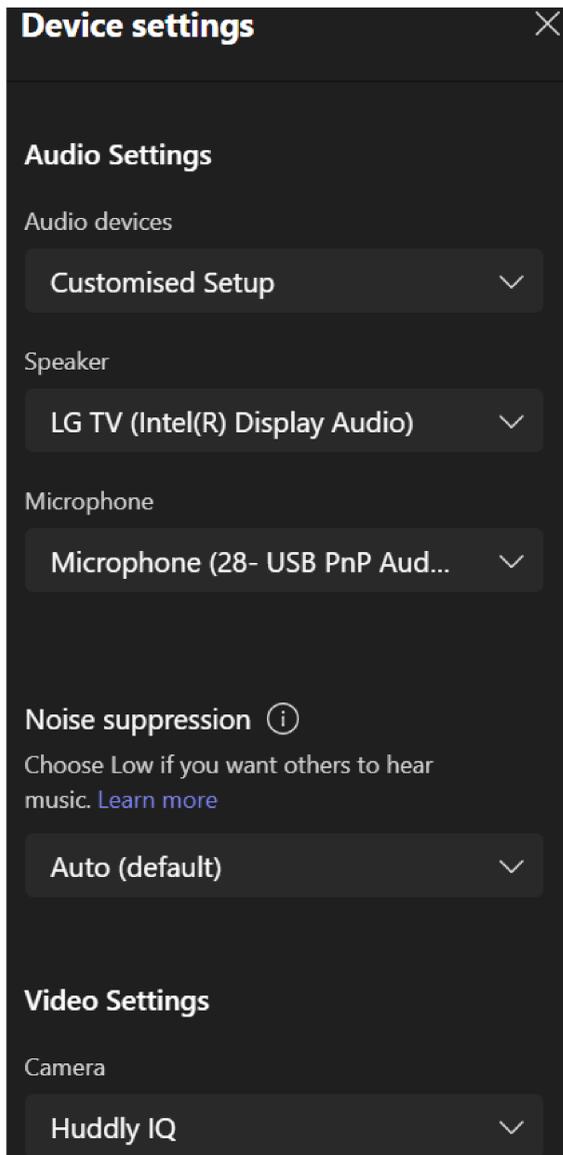
## Step 3

Select the following devices:

Speaker -  
**LG TV**

Microphone -  
**USB PnP Audio**

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](mailto:av@addleshawgoddard.com)**