

TECH Set-up GUIDE:

R126, R123, R307, R536

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

Equipment Available:



Samsung TV/Display Screen:

Connect Laptop before turning on TV.

Use remote control to turn on TV.

Jabra Speaker/Microphone:

For Web conferencing - Connect with USB cable

or

For traditional Phone Calls - enable Bluetooth on Cell Phone, press the Bluetooth button on the Jabra.

Do **NOT** use this method if meeting on Zoom or Teams.

Logitech Brio Camera:

Connect Laptop with USB Cable.

Adapters: including USB-C Hub,
connect HDMI & Camera & Mic to laptop

Types of Cable Connections:



HDMI: Display Screen



USB-A: Camera &
Microphone/Speaker



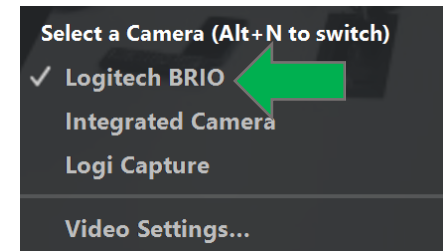
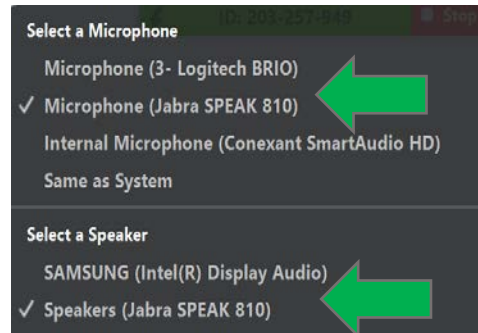
USB-C: Macbooks
& Newer Windows

For assistance call MET IT : 617-358-5401

Zoom

Web Conferencing

1. Connect Camera, Microphone, and Display to Laptop.
 - Use adapter/hub if needed
2. Check all cable connections (Laptop, table insert, USB-C Hub).
3. Turn TV on using remote. Set to HDMI input.
4. Launch Zoom Meeting (from Laptop).
5. Set the Microphone/Speaker & Camera Settings as pictured below.
6. Test Speaker & Microphone in Zoom.



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