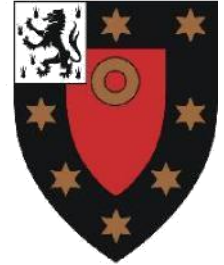# Meeting Room AV guide

Connect laptop to display equipment and operation

of Aver conference camera

1) Connect the HDMI, and USB cable to your laptop and log into your laptop.

2) Press the GREEN power to turn the display On.

3) Press the Blue HDMI 1 button, and your laptop screen should be displayed on the big screen.

Hint – if you cannot see your screen, Press the HDMI2 button, wait a few seconds then press HDMI1 again.

4) Open Teams or Zoom on your laptop. Go to the device settings in the programme and ensure your CAMERA, MICROPHONE and SPEAKERS are set to the available **AVER** device.

   Hint – if you cannot see the Aver device in the list, check the USB cable is securely connected to your computer or try another USB socket.

5) Press the Blue OFF button to stop the auto tracking, or the Blue ON button to activate the auto tracking.

6) If you prefer a fixed camera angle, press the Blue off button, then toggle between the two Pink Buttons to switch between two presets.

7) Set the Volume on your laptop to around 80%, you can use the orange Vol+ / Vol- buttons on the panel to adjust further.