



Town of Essex - Information Systems

33 Talbot Street South ● Essex, ON ● N8M 1A8
Telephone: (519) 776-7336 ● Fax: (519) 776-8811

Title: Zoom Room – Connecting your laptop

Created By: Jack Barron

Date: February 09, 2021

The Zoom Room Camera and Microphone can be used with any video conferencing software. It is fully compatible with Zoom and Microsoft Teams.



Connect to your laptop

To connect your laptop

1. Power on the TV - Ensure that it is on the correct source.
 - HDMI 1 (from the rear of the room)
 - HDMI 2 (from the front)
2. HDMI to the rear of you laptop



3. USB to any available USB port on your laptop



4. Ethernet (if your computer has one – if not the WiFi will work)



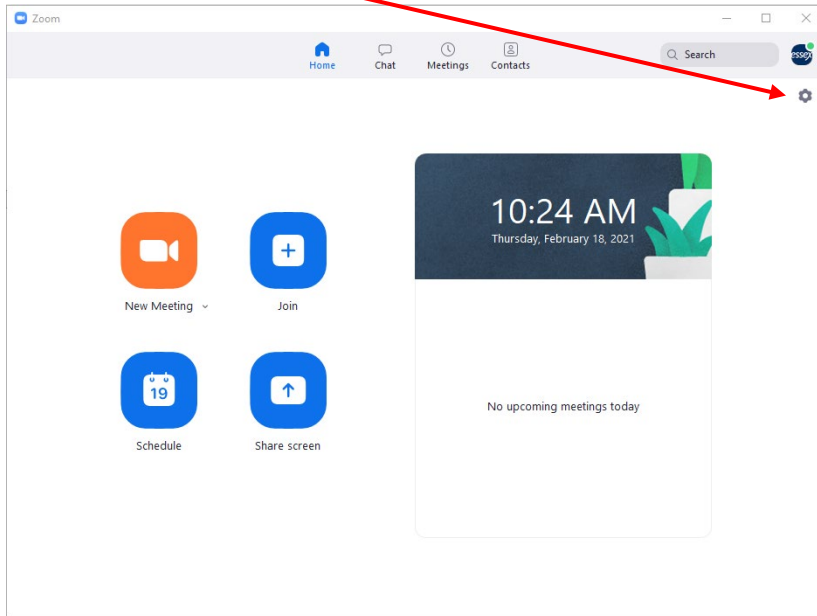
Now that you are connected you will need to configure your Conferencing software.



Using Zoom

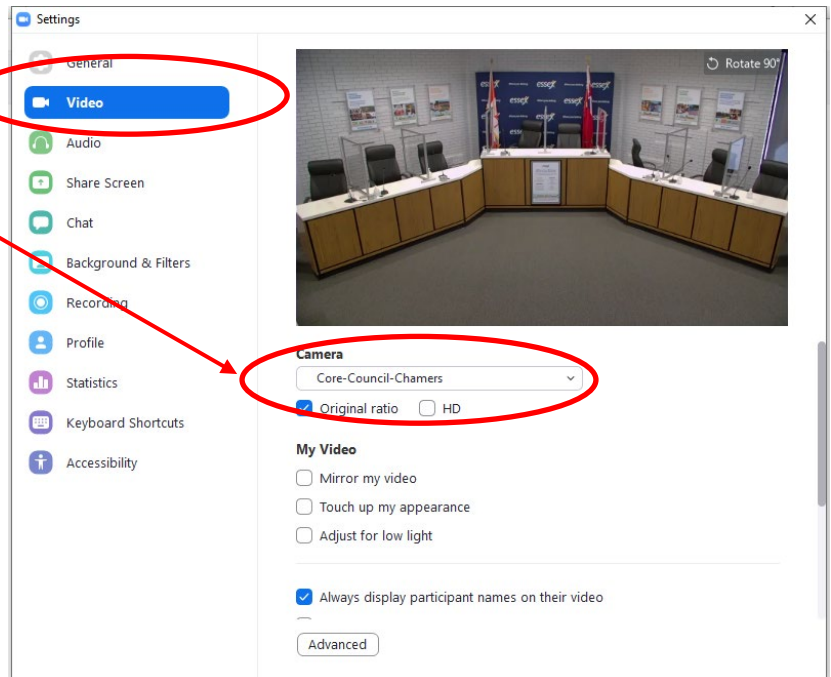
To configure your Zoom session for the Zoom Room Camera\ Microphone - Log into Zoom.

Go into **Settings**



Settings > Video >

Camera > select Core-Council Chambers

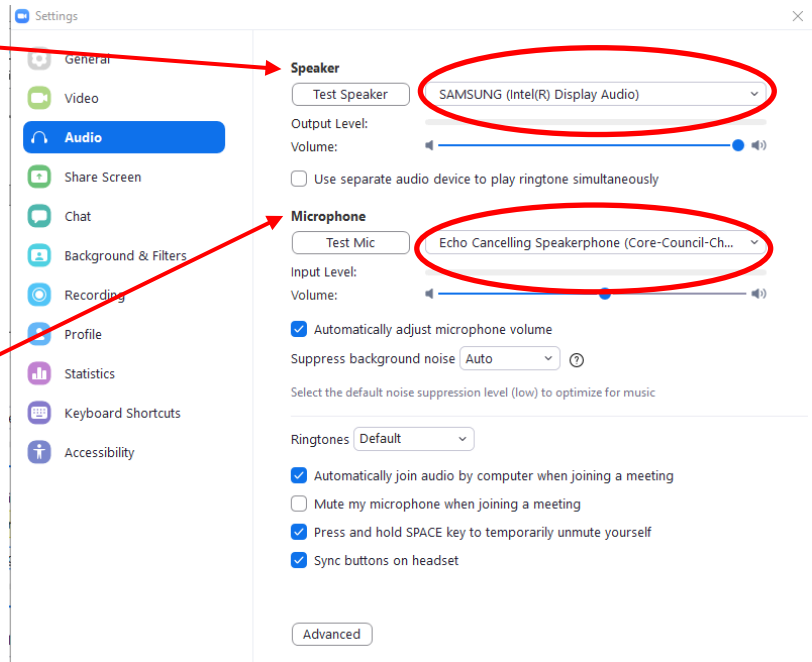


Settings > Audio

Speaker > select SAMSUNG (this is the speaker from the TV)

Test Speaker > Audio should come from the TV.
If there is no Audio, check the volume on the TV

Microphone > select Echo Cancelling Speakerphone (Core-Council Chambers)



Test Microphone > Press the Test Mic in Zoom

Microphone

Test Mic

Press the Talk button on the desk Microphone > the mic should turn blue.
Talk for 10 seconds

You will hear your recording



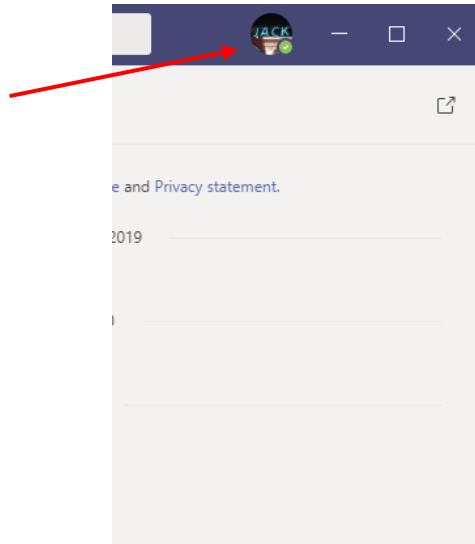
You are all set to use Zoom in the Zoom Room



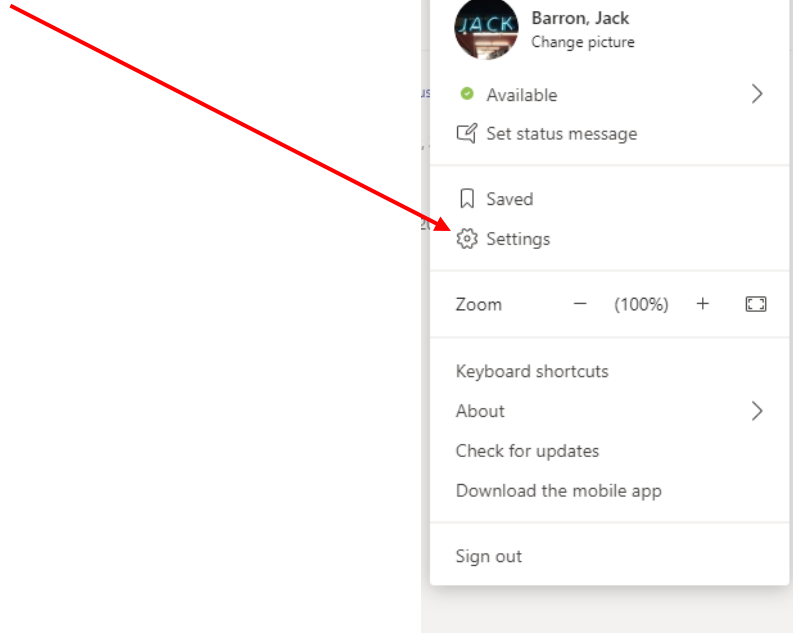
Using Teams

To configure your Teams session for the Zoom Room Camera\ Microphone - Log into Teams

In the Top Right – Click your User name or Icon



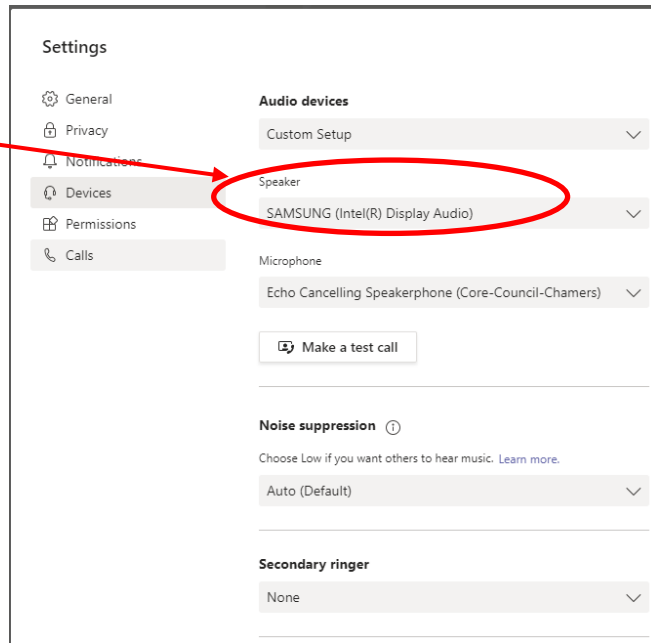
Select > Settings



Select > Devices

Speaker > SAMSUNG

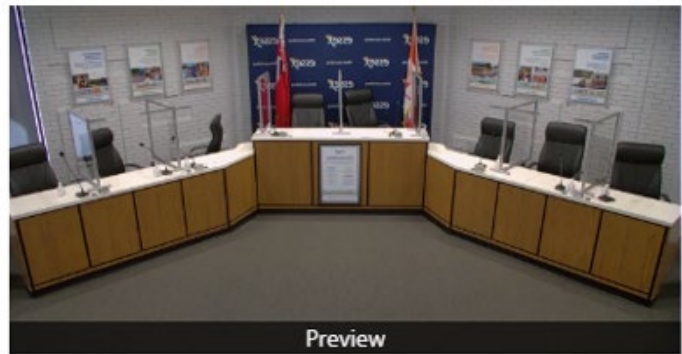
Microphone > Echo Cancelling
Speakerphone (Core-Council
Chambers)



Microphone > Core-Council
Chambers

Camera

Core-Council-Chamers



You are all set to use Teams in the Zoom Room

If you have any questions please contact the IT Department.