

Education Hub Tech Boxes to Go – Videoconferencing box

What would I use this box for?

This box contains everything you need for a hybrid meeting where you have 2-6 participants in the room with you and others online.

What's in the box?

- 1 x Anker Portable Bluetooth Speakerphone
- 1 x USB 3.0 extension cord
- 1 x Phone mount for tripod
- 1 x Tablet mount for tripod
- 1 x Webcam
- 1 x Tripod (outside the box)

How to use:

1. First, choose what device you are going to connect to the meeting with. This can be a laptop, PC, smartphone or tablet.
2. If using a smartphone or tablet, attach the appropriate mount to the tripod and mount your phone or tablet accordingly.
3. If using a PC or laptop and you don't want to use the inbuilt webcam for the meeting, connect the external webcam in the box via USB to the PC or laptop.
4. Now connect the Anker Speakerphone to your chosen device by following the steps in [this video](#) (or scan the QR code)
 - a. 0:47 seconds – pairing via Bluetooth with a phone (or tablet)
 - b. 1:17 – connecting via cable to your computer (if no bluetooth capability)
 - c. 3:56 shows useful troubleshooting steps to ensure both the microphone and speakers are being used
5. Return the box to The Education Hub when you are done 😊



If you require assistance with this equipment or need help deciding what equipment you should use to suit your educational need please email education.hub@rch.org.au