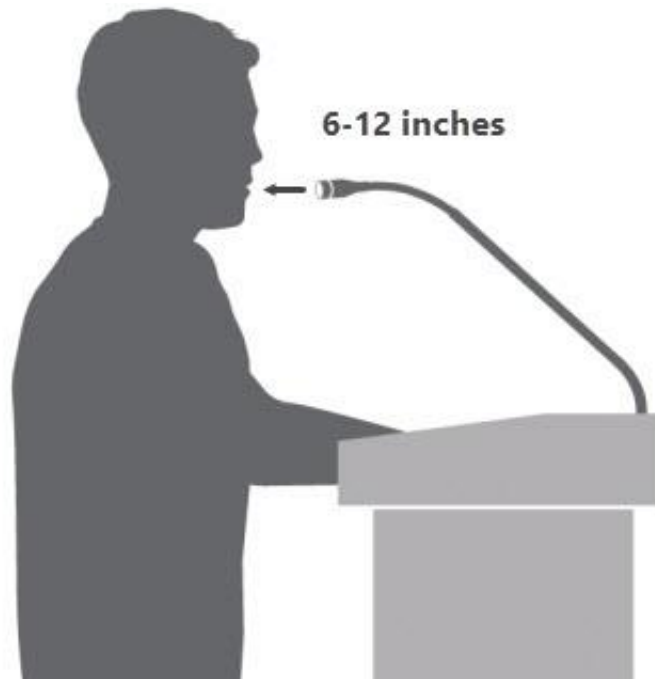




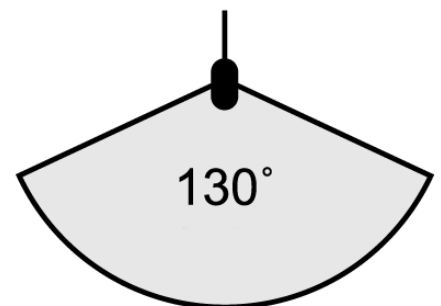
## Microphone Use:



1. Maintain a distance of approximately 6 - 12 inches between the speaker and the microphone.
2. Microphone should be pointed directly at the speaker's mouth.

## Microphone Type:

Cardioid microphones are used in the courtroom. The cardioid polar pattern (pictured right) picks up sound from the front of the microphone, whilst minimizing any sound coming from behind it. We recommend that you maintain the proper distance and position (pictured above). Not doing so will result in poor audio quality.





## Using the Surface Hub

### Connecting a Laptop (HDMI):

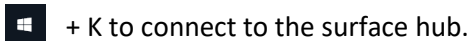
Connect your laptop to the Surface Hub HDMI port located on the side of the hub. If the laptop doesn't automatically display, press the source input button on the right-hand control panel of the surface hub until the "HDMI" input is shown.

**Note:** You may need to change your laptop projection settings using




### Connecting a Laptop (Wirelessly):

If you have a Windows 10 computer with Miracast support, you can use




### Using a USB Flash Drive:

Plug your flash drive into the USB port. Click on the Windows  button and choose "File Explorer" from the apps list. Select your USB Flash Drive from the sources on the left-hand navigation.

**Note:** The Surface Hub only supports common file formats. Not all file types are compatible with the Surface Hub. Some compatible file types are: Word, Excel, PowerPoint, PDF, JPG, PNG, MP3, WAV, MPEG-4 and AVI.

### Using the Internet Browser (Microsoft Edge):

Click on the Windows  button and choose "Microsoft Edge" from the apps list. Browse to the desired website.

