

Set up

Meeting in a Box

The tools you need
for professional
video conferencing



Virtual meetings have become an expected part of doing business these days. We rely on them to build and maintain relationships, and to deliver our messaging.

Just like in-person meetings, we need to put our best foot forward. Looking our best. Sounding our best. And representing ourselves and our company in the best, most professional way possible.

Enter Albireo's Meeting in a Box (MiB).

Meeting in a box brings together best-in-class equipment, chosen through a rigorous testing process, so you can have a home studio capable of hosting best-in-class virtual meetings.

In this guide, you'll find *Setup Instructions* to get you up and running in about 20 minutes. After that, you can then tweak your studio and hone your meeting skills with the *Meeting Optimization Guide*.

So, roll up your sleeves. And get ready to meet!

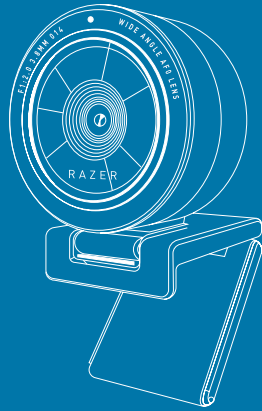
Build

SETUP INSTRUCTIONS

Confirm the contents of your shipping packages.

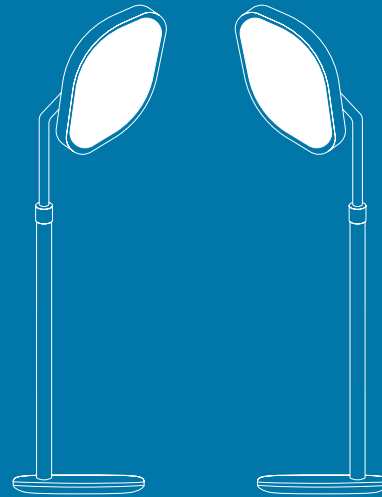
Your *Meeting-in-a-Box* should arrive in two packages, which contain:

A Razer Kiyo Pro
Streaming Webcam

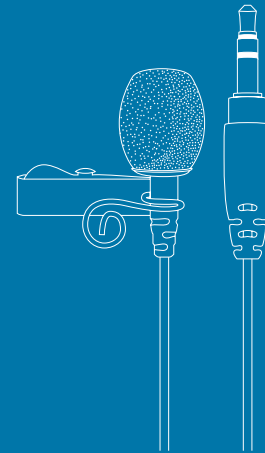


BOX 1

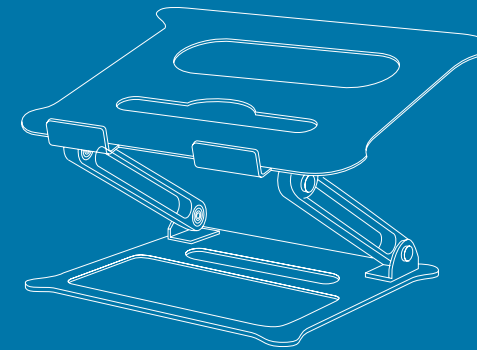
2 Elgato LED
Light Panels



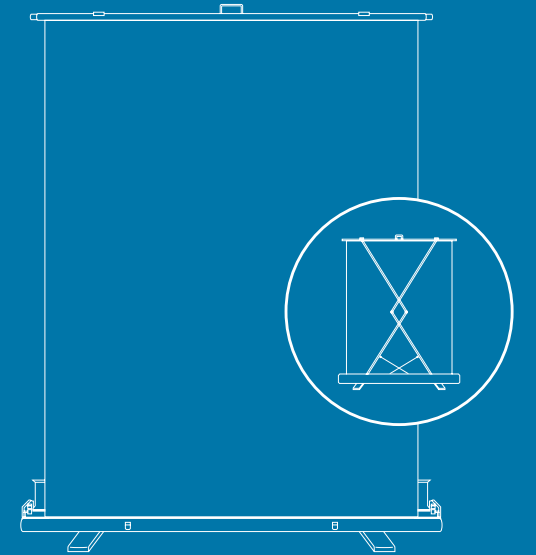
A Rode Lavalier
Wearable Microphone



An Adjustable
Laptop Stand



An Elgato Green Screen
(Ships in separate box)



BOX 2

All equipment is 'plug and play' – ready to use out of the box, with a little fine-tuning. Follow the instructions listed here to get up and running. Refer to product packaging for any additional assembly or usage information.

- 1. Find a suitable space where you can leave equipment set up.**
For your video studio, find a room or quiet area where you can control lighting and minimize ambient noise. You will also need two electrical outlets near the workstation for your Elgato lights.
- 2. Choose a work surface.**
Choose a table, desk or other flat surface to set up your equipment. 48" wide x 24" deep is optimal.

- 3. Set up your workstation.**
Place the adjustable laptop stand (A) in middle of work surface, with open laptop on it. Sitting straight up, adjust stand and laptop until top of laptop screen is eye level.
- 4. Attach webcam (B).**
Without touching lens, open hinged base and hook over top of laptop screen.

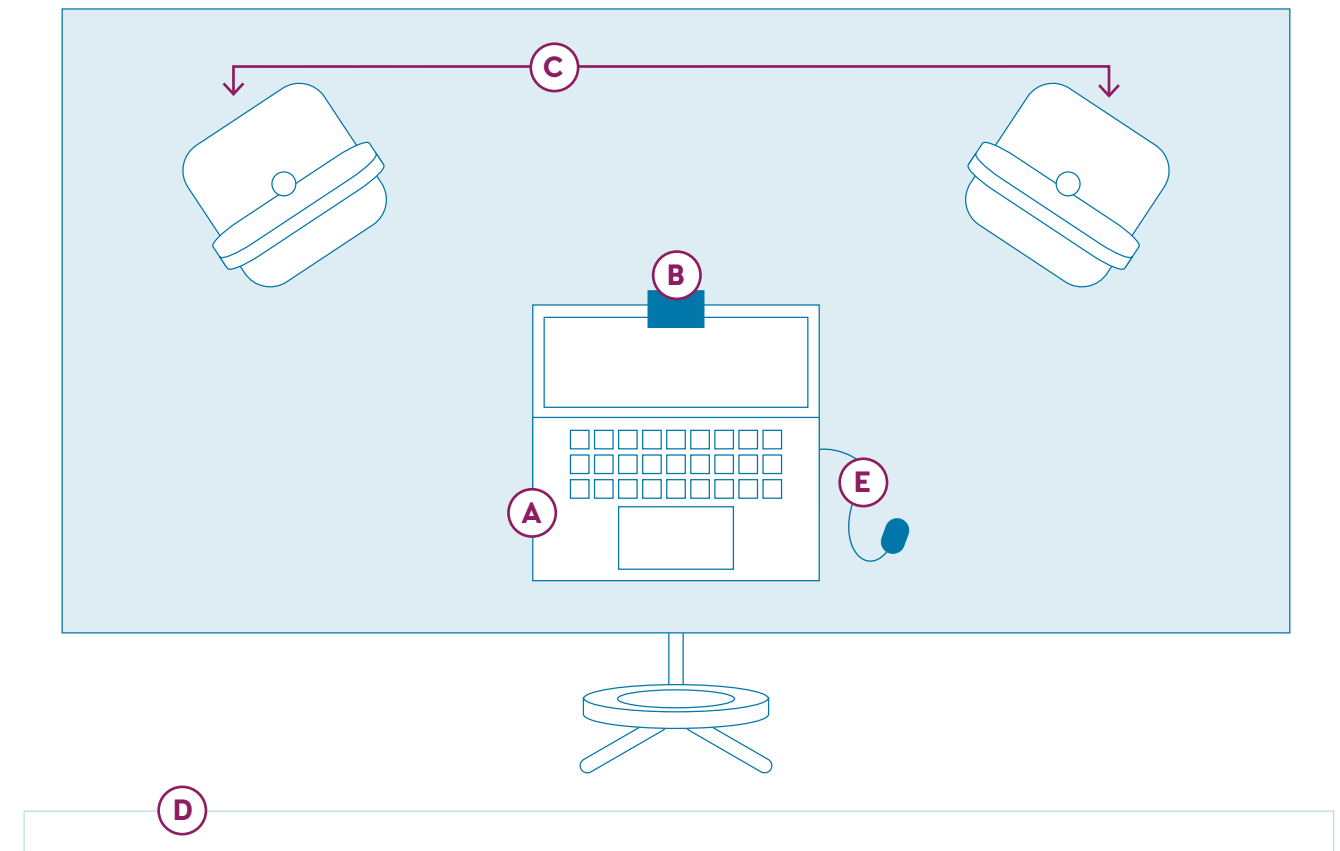
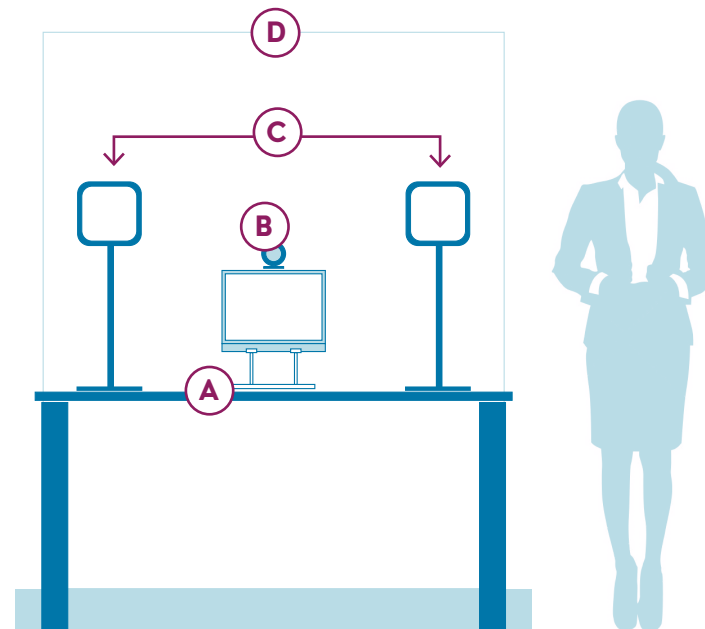
- 5. Set up light stands (C).**
Assemble the two Elgato lights using packaged instructions. Position light stands on each side of your laptop. Lights should be 12-18" to the left and right of your monitor. Adjust the light heads so they are facing you while sitting in your chair. Plug into wall outlet and turn on using switch on the back of each light head.

- 6. Raise green screen (D).**
Place screen 18-24" behind your chair, on the floor or a flat surface. Open latches/lid and pull center handle up to extend screen.
- 7. Attach mic (E).**
Clip to your shirt or collar and plug other end into laptop's audio port.
- 8. Change video meeting software's settings.**
Depending on app, check preferences or settings and set video input device to **Razer Kiyo Pro**, and sound input

- 9. Test your new video streaming equipment** by setting up a call with a friend or colleague.

Congratulations!
You're ready to move on to the [Meeting Optimization Guide](#).

Set yourself up



Advanced features

For advanced features & more control

We've pre-loaded the following programs onto your laptop.

Camera: Razer Synapse.

Once open, select the camera icon in Devices.

Lights: Elgato Control Center.

Once open, pair each turned-on light by clicking the + icon and selecting it. You can then adjust brightness and color based on your environment, skin tone, and clothing.

Note: *Requires 2.4 GHz Wi-Fi network with WPA or WPA2 encryption. Laptop must have Wi-Fi on. Lights must be within range of router. Android and iOS apps available for remote control.*

Questions?

The links below have lots of useful information but, if you're missing a part or just need more help, contact: Brian DiMarco brian.dimarco@albireopharma.com

Camera: <https://bit.ly/3tIhtyE>

Camera Software: <https://bit.ly/33EaeNS>

Lights: <https://bit.ly/3el8bPi>

Green Screen: <https://bit.ly/3tCyMkJ>