

Dey Hall 104 Technology Instructions

There are 2 main ways to use the technology:

- Local computer (mounted behind the TV)
- Laptop (with cable underneath the TV)

See below for details on connecting using each method. If you run into any problems or want to use other features, please consult with the Office Staff or David Joyner for assistance.

IMPORTANT NOTES:

1. *Please make sure to logout after you're finished.*
2. *Put the mouse and keyboard back in box after you're finished.*
3. *Turn off the TV when you're finished.*
4. *Keyboard keys are synched with the TV*
5. *Sound comes out of the small speaker, not the TV.*

To use the Local Computer:

The computer is behind the TV and operates like any other desktop computer.

This is the best option for **conference calls** because of the webcam that captures the entire room

1. Find the TV remote, and turn on the TV
2. Push "INPUT" on the remote, select HDMI 1
3. Login to the computer with your ONYEN and password.
4. Use the wireless keyboard and mouse as normal. The mouse also serves as a "clicker" for PowerPoint slides.

Troubleshooting

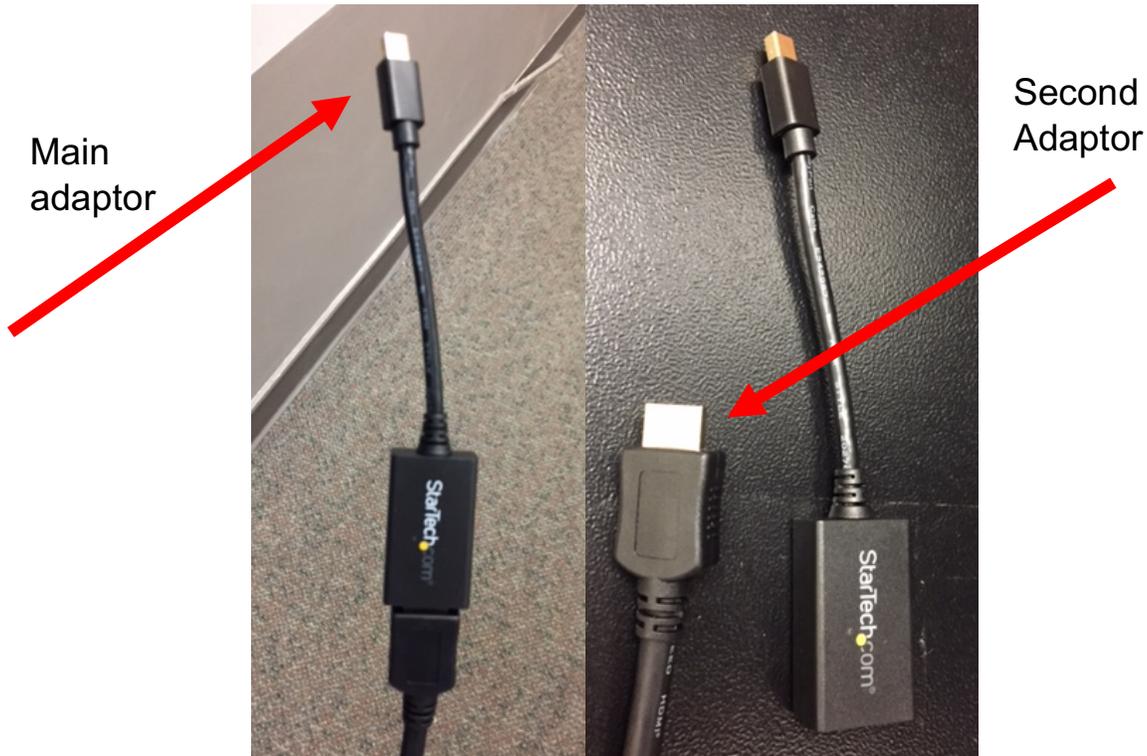
- The screen is blank when I go to use the PC
 - Make sure the TV is on.
 - Make sure HDMI is set to Input 1.
 - Make sure the PC is turned on.
 - It is located behind the monitor on the lower left hand side.
 - If the power is off, there will be NO green lights.
 - In this case, reach up and hit the power button. It is a circular button on the front of the computer at the bottom.

To Use your Laptop:

1. Find the TV remote, and turn on the TV
2. Push "INPUT" on the remote, select HDMI 3
3. Below the TV there is a long black cable with an adaptor, plug this into your laptop



- a. There are 2 input adaptors
 - i. If the main adaptor does not fit your laptop, remove it and try the second adaptor



4. Your laptop screen should now be showing on the monitor and you can use your laptop as you normally would.

Troubleshooting

- My laptop isn't showing up on the monitor
 - Make sure the TV is on.
 - Make sure HDMI is set to 3.
 - Make sure everything is plugged in correctly and is fastened securely
 - On a PC laptop, press Windows+P, which will display a series of screen display options on the right-hand side. Selecting "Duplicate", "Extend", or "Second Screen" should cause it to display on the monitor.
 - On a Mac laptop, CMD + F1 should automatically set your laptop up for mirroring to the monitor. For additional options, click on the Apple in the upper left hand corner and select System Properties. From there, select Displays and you will see a variety of options that should connect you.
- No sounds is transmitting
 - Use the TV remote to turn the volume up, not your laptop

To use Video Conferencing:

The main computer is linked to the video conferencing technology.

1. Turn on and login to the computer as described above.
2. Login to your video conferencing application of choice (Skype, Google Hangouts [use different browsers for the plugins], Zoom). The camera will “activate” once you select a video conferencing program.
3. Move the speaker system to best capture the voices in the room



4. Use the small remote to control the camera and audio features



- a. Point the remote at the camera to change the zoom
5. Make sure the conferencing application is synched with the audio and visual
 - a. On Skype
 - i. Tools-Options-Audio or Video Check-Echo Speakerphone

Troubleshooting

- No sound
 - Turn up the volume on the portable speaker or speaker remote, NOT the TV remote
 - Red lights on speaker means the mics are muted
 - Check the control panel
 - Check the audio features on the conferencing application
- Bad focus on the camera
 - Move stuff in front of the camera so the focus is you