

Guide to Using Donovan Lounge Technology

There are 3 main ways to use the technology:

- Local computer (mounted behind the TV)
- Laptop (with HDMI cable in the technology bag)
- Projector

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 Department Staff or email Michael Good (goodmp@unc.edu) for assistance.

IMPORTANT NOTES:

1. *Please make sure to logout after you're finished.*
2. *Return all equipment to the technology bag.*
3. *Turn off the TV when you're finished.*
4. *Sound comes out of the speakers on the wall, not the TV.*

To use the Local Computer:

The computer is behind the TV (see photo below) 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. Please find the TV remote in the technology bag, and turn on the TV
2. Login to the computer with your ONYEN and password. If this is your first time logging in, it may take a few minutes to load your profile.
3. Use the wireless keyboard and mouse as normal. The mouse also serves as a "clicker" for PowerPoint slides, so you can move around the room to some degree with it.

Troubleshooting

- The screen is blank when I go to use the PC
 - Make sure the TV is on.
 - Make sure HDMI is set.
 - Make sure the PC is turned on.
 - It is located behind the monitor on the lower right 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 a Laptop:

1. Find the TV remote, and turn on the TV
2. Plug the laptop into the HDMI cable available in the technology bag.
 - a. The HDMI port is located on the wall beneath the television screen to the left.



- b. DO NOT plug in the HDMI directly to the screen.
3. Your laptop screen should now be showing on the monitor and you can use your laptop as you normally would.
 4. For users with a MAC laptop without HDMI capabilities, we recommend you use the Departmental laptop, available in the main office.

Troubleshooting

- The laptop isn't showing up on the monitor
 - Make sure the TV is on.
 - Make sure HDMI is set.
 - To check this, use the TV remote and press the Source button until you are on HDMI.



- 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
 - Check the volume settings on the laptop (bottom right)

Projector:

The projector is only accessible with a laptop.

We recommend you use screen and computer; however, the projector is readily available for larger viewing needs.

1. Turn on the projector with the new remote.



2. Follow Steps 1-4 for laptop use (above)
3. Pull down the projection screen with available rod.

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.
 - a. The plug (red) is located on a hook on the wall behind the screen on the left. Be VERY careful as you plug the cable in.



- b. First time users will need to download the Skype Classic program on the desktop. It is not automatically installed on under your profile.
3. Move the speaker system to best capture the voices in the room

- a. There are extendable microphones, if necessary. They will plug into the back of the Logitech speaker.



4. Use the small remote to control the camera and audio features.
 - a. The remote will allow you to rotate the camera or zoom in, as needed. It will also control speaker volume.
 - b. 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 with the 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