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Technology Quick Start Guide Collaboration Room

Connect to the television and AVerMedia webcam

1. Power on the Samsung television by pressing the red power button. 
2. Connect your laptop to the silver “Blackbox” via your device’s USB 3.0 or USB-C port
 - a. Determine your laptop’s connection type (USB 3.0 or USB-C)
(USB-3.0 ports are often blue in color or labeled **SS** )
 - b. Locate the “To PC” input on the silver Blackbox
 - c. Connect the cord from “To PC” to your device
 - **USB 3.0:** Connect the dongle directly from the Blackbox to your device.
 - **USB C:** Secure the adaptor to the end of the dongle, then connect to your device.



Note: Your device screen should automatically mirror to the Samsung television.

- d. Log into your device to begin using the Samsung tv as a **mirrored** device.

Extend display

By default, the Samsung tv will mirror your device screen. However, you can change your device settings so the tv functions as an extension, allowing you to display different content across multiple monitors.

Windows 10 machines

1. Right-click any free space on your desktop.
2. Select **Display settings**.
3. Under “Multiple displays”, select **Extend these displays** or **Extend on 1 and 2** from the drop-down menu.
4. Select **Keep these display settings**.

To change the order of the laptop and monitor screen(s):


1. Select **Detect** (The number of available displays should be noted).
2. Select **Identify** to determine the current screen order.
3. Drag the monitor icons to the desired position.
4. Click **Apply** to update display settings.

Mac machines

1. Access “System Preferences” from the dock or the launch pad app.
2. Select **Displays > Arrangement**.
3. Uncheck the box labeled **Mirror displays**.

To change the order of the laptop and television screens, drag the monitor icons to the desired position. (The selected monitor will be outlined in red on the screen.)

Disconnecting from the television and AVerMedia webcam

1. Remove the dongle from your laptop.
2. Power off the Samsung television off by pressing the red power button. 

Power supply

There is a multi-port power supply in the middle of the table for laptop and other device charging.

Video conferencing

1. Follow the connection instructions above for “**Connecting to the television and AVerMedia webcam**”.
2. Start your Teams meeting.

Note: Video, audio, and microphone will connect automatically.

Video

The camera and speakers are located at the front of the room. The camera can be tilted up/down and rotated right/left.

Slide the camera cover

- Left to close
- Right to open

Speakers/Audio output

Use the Samsung remote to control the tv speaker volume.

Microphone/Audio input

To use the webcam microphone, access the setting of the video conferencing tool you are using (i.e., Microsoft Teams) and set the microphone to **Microphone Live Streamer CAM 313**.

You may also use your laptop’s internal microphone for audio input during meetings.

Power options

- This space is equipped with a desktop power supply for multiple users.
- There is an additional USB power supply to charge mobile devices and other USB compatible devices.

(This device can also be used to access files on a USB flash drive after connecting a laptop to the “Blackbox”.)



Troubleshooting

Laptop screen not displaying on the Samsung television?

Use the “Source” button on Samsung remote to select “HDMI1 PC” as the input.



Having audio, video, or microphone issues during a video conferencing session?

Check the settings of the video conferencing tool you are using to ensure that speakers, microphone, and video are set appropriately.

- Speaker
 - For tv audio: **Samsung (2-IntelR Audio)**
 - For computer audio: Select your device speakers
- Microphone
 - For AVerMedia microphone: **Microphone Live Streamer CAM 313**
 - For computer microphone: Select your device microphone
- Camera
 - For AVerMedia camera: **Live Streamer CAM 313**
 - For computer webcam: **Integrated Camera**

To check these settings in Teams

Click on the ellipses (...) in the top bar of Teams or within an active meeting. Click the drop-down menu for:

- Speaker
 - For tv audio: **Samsung (2-IntelR Audio)**
 - For computer audio: Select your device speakers
- Microphone
 - For AVerMedia microphone: **Microphone Live Streamer CAM 313**
 - For computer microphone: Select your device microphone
- Camera
 - For AVerMedia camera: **Live Streamer CAM 313**
 - For computer webcam: **Integrated Camera**

Can't see yourself on the screen?

Unable to display meeting room via the AVerMedia webcam after updating settings?

Remove any background effects from your video conferencing tool.

To update these settings via Teams

- Click on the ellipses (...) within an active meeting
- Click **Apply background effects**
- Select the image for no background
- Click **Apply**

