





OHIO
UNIVERSITY

Technology Quick Start Guide Conference Room

Connect to the television and PolyCom video/audiobar

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 PolyCom video/audiobar

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 PolyCom video/audiobar”.
2. Start your video conferencing meeting.

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

Video

The camera and speakers are located at the front of the room.



Speakers/Audio output

Access the settings of the video conferencing tool you are using (i.e., Microsoft Teams) and set the speakers/audio output to **Echo Cancelling Speakerphone (Polycom Studio Audio)**.

Use the PolyCom remote to control the speaker volume.



Microphone/Audio input

The Polycom’s desktop 3-leg microphone picks up the room’s audio for meetings.

Mute and unmute the microphone

- a) Press the microphone icon on the desktop microphone, or
- b) Press the microphone icon on the PolyCom remote

Red = **Muted**

Green = **Unmuted**



Note: The microphone status is also visible on the PolyCom video/audio bar. A red line indicates that the microphone is muted.

Troubleshooting

Laptop screen not displaying on the Samsung television?

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

No audio output, microphone input, or video 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 to PolyCom.

- Speaker – **Echo Cancelling Speakerphone (Polycom Studio Audio)**
- Microphone– **Echo Cancelling Speakerphone (Polycom Studio Audio)**
- Camera
 - To capture entire meeting space –**Polycom Studio Video**
 - To capture laptop webcam – **Integrated Camera**

To check these settings via Teams

Click on the ellipses (...) in the top bar of Teams or within an active meeting.

- Click the drop-down menu for:
 - Audio devices – **Polycom Studio Audio**
 - Speaker – **Echo Cancelling Speakerphone (Polycom Studio Audio)**
 - Microphone– **Echo Cancelling Speakerphone (Polycom Studio Audio)**
 - Camera
 - To capture entire meeting space –**Polycom Studio Video**
 - To capture laptop webcam – **Integrated Camera**

Unable to display meeting room via the PolyCom camera 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**

