

## MEETING ROOM TECHNOLOGY

Accessory kits must be checked out from the second floor Technology Center service desk with a library card. Please provide your own laptop or check one out with a library card (limited availability). Technology staff is not available to set up or troubleshoot. If your computer is unable to use any of the provided cables, you must provide your own cables or adapters or check out one of our laptops with a library card.

### WHAT'S AVAILABLE for the ERION ROOM

- LG Television Screen
  - o HDMI cable (Compatible with PC, Mac)
    - Please do
- Erion Meeting Room Accessory Kit
  - o VGA adaptor – *no audio* (Compatible with PC)
  - o USB-C Adapter (Could be helpful for Android Smartphones, PCs, Macs, etc.)
  - o Presentation Slides Clicker/Laser Pointer
  - o LG Television Remote
  - o Wireless lavalier microphone (Compatible with PC, Mac)
    - Transmitter
    - Receiver
    - Microphone
    - USB-C Adaptor
    - Multi-end charge cable

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## HOW TO USE THE LG TELEVISION

1. **Power on** your laptop and locate the file or screen you want to display.
2. Locate the **HDMI cable** hanging to the left of the television.  
**DO NOT UNPLUG THIS FROM THE TV UNDER ANY CIRCUMSTANCE.**
  - a. If your laptop has an **HDMI port** – plug the hanging end of the **HDMI cable** directly into your laptop.
  - b. If your laptop only has a **USB-C or VGA port** – Use the appropriate adaptor, found in the Erion Meeting Room Kit to connect the free end of the HDMI cable to your computer.
3. From the **Erion Meeting Room Kit**, obtain the **LGTV remote**.
  - a. Point the remote at the TV screen and press the **POWER** button.
  - b. Give the TV a minute or two to boot up.
4. Once the TV has booted up, you should immediately see the file or screen that you had pulled up in step one.
  - a. If you don't – Press the **SOURCE/INPUT** button on the remote and use the **ARROW KEYS** to select **HDMI 1** on the television. Press **OK**.
  - b. If you still don't see your screen – Turn to Troubleshooting Page 4.
5. **Audio** – Your computer should automatically connect to the TV, but if it does not...
  - a. Locate your computer's sound settings and make sure **OUTPUT** is set to **"LG TV (Intel®) Display Audio"**
  - b. Use the **VOLUME** buttons on the remote to adjust.



## HOW TO USE THE SLIDES CLICKER

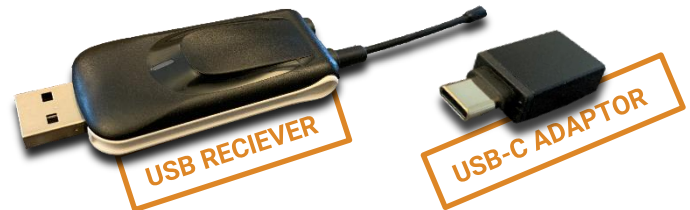
1. Remove the USB connector from the bottom of the clicker and insert it into your computer.
2. If you are projecting a **POWERPOINT** or **PDF**, pull it up on your screen and use the following buttons.
  - a. Press the **START SLIDESHOW** button to start your presentation/go into full screen mode.
  - b. Press the **HIDE SCREEN** button to temporarily hide your screen.
    - i. Press **START SLIDESHOW** to show your screen again.
  - c. Use the **ARROWS** to move between slides.
  - d. Use the **LASER POINTER** to point things out with the small red light.
3. If you are projecting from **GOOGLE SLIDES**...
  - a. The **START SLIDESHOW** and **HIDE SCREEN** buttons won't work, so you can either make that happen manually from your computer or export it as a **PDF**.



## HOW TO SET UP THE USB LAVALIER MICROPHONE

1. Insert the USB RECIEVER into your laptop.

- a. *If your computer does not have a USB port, you may want to use the provided USB to USB-C adaptor.*



2. Insert the auxiliary end of the MICROPHONE into the MIC IN port of the TRANSMITTER.

- a. *Clip the microphone and transmitter to your clothes or to something on you. A collar or a name badge lanyard works really well for this. The microphone needs to be close to your face in order to pick up your words.*



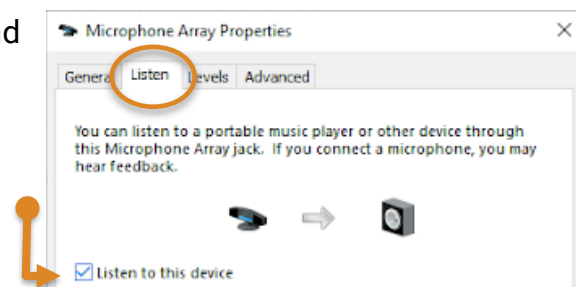
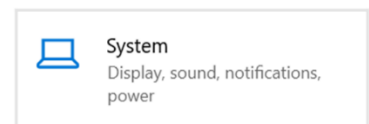
3. Turn on the TRANSMITTER.

- a. Press and hold the button on the TRANSMITTER until the green light comes on.
- b. If it does not turn on, you may need to use the charge cord to get it going. Proceed to Troubleshooting for more information on charging the TRANSMITTER.
- c. Confirm that your computer's SOUND OUTPUT is set to "LG TV...", whichever you're using. *By inserting the TRANSMITTER, your computer likely defaulted to the Receiver's OUTPUT [Speakers USB (PnP Audio Device)] rather than the television speakers (LG TV). See Troubleshooting page 7 under "IF THE SOUND IS STILL..." if you need further help changing your computer's OUTPUT.*



4. WINDOWS: Prepare your laptop's settings for Microphone Broadcasting.

- a. Open your SETTINGS, from your START menu (In the bottom right corner).
- b. Click SYSTEM, it should be the option at the left on the top row.
- c. Under SYSTEM on the left side column, click SOUND.
- d. Under the INPUT category in your SOUND settings, find and click **DEVICE PROPERTIES**.
- e. Click **ADDITIONAL DEVICE PROPERTIES**.
- f. Click the LISTEN tab at the top of the window.
- g. Click to check the box next to LISTEN TO THIS DEVICE.
- h. Press OK. The Microphone should now be on and broadcasting.



## 5. MAC:

a. Open your computer's SYSTEM PREFERENCES.

b. Click SOUND. 

c. When the pop-up window appears, select OUTPUT.

i. Under "Select a device for sound output:" select "LG TV...".

d. Select INPUT.

i. Under "Select a device for sound input:" select USB PnP Audio Device.

e. Open the QuickTime Player app.

i. Ignore the immediate file selection pop-up window.

f. From the upper tool bar, click FILE.

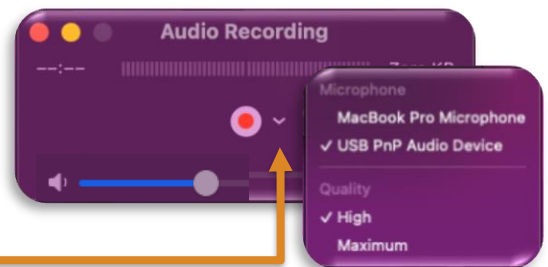
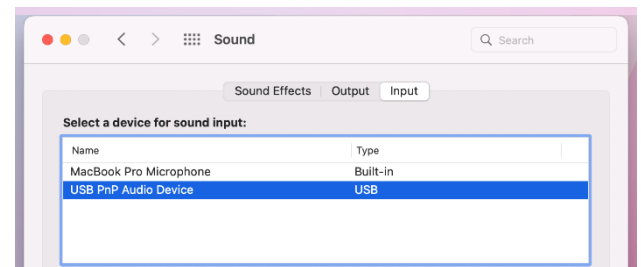
i. Then click NEW AUDIO RECORDING.

*Don't worry, we're not actually recording (Unless you want to). This is just how we convince Mac to echo the microphone.*

g. Click the triangle next to the red record button and choose USB PnP Audio Device.

i. Make sure this volume is turned up in the Audio Recording window in order to hear your voice.

ii. If you would like to use voice recording too, simply click the red record button before you start speaking.



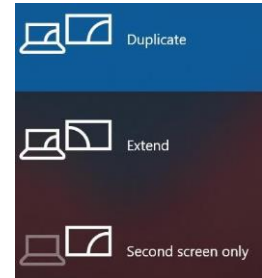
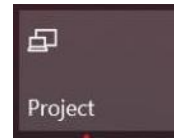
## TROUBLESHOOTING GUIDE

### IF YOU STILL DON'T SEE YOUR DISPLAY...

- Are all cables tightly connected?
- Have you turned the television on?
- Is the TV turned to the correct type of input based on what cable you're using and which port you've inserted it into (HDMI 1 if you are using the HDMI Cable provided/hanging from the wall)?
  - Use the Source Search or input-specific buttons located at the top of the remote to open the Source/Input window and select the correct one.
  - If you brought your own cable, check which number HDMI port you are connected to. Press the HOME button (button with a house on it), scroll to the INPUTS tab, and choose the corresponding HDMI#.
  - If the provided cable (The HDMI Cable on the wall) is not inserted into the HDMI 1 port, insert it to this port and select HDMI 1 on the television.
- Is your device's screen being duplicated or extended to the second display?

## WINDOWS 10:

- Find the notifications panel on the bottom right of the doc/toolbar.
  - Click Project
- If you would like to see your display on both your laptop and the projector, choose 'Duplicate'.
- If you would like the projector to be a secondary display, choose 'Extend'.
- If you'd just like to use the projector, choose 'Second screen only'.



## MAC/APPLE:

- On Mac computers, select Screen Mirroring from the top right toolbar and click Mirror Built-in Retina Display or Use As a Separate Display.



## IF THE SOUND IS STILL NOT WORKING


- Is the Volume up on both your computer and the device you're projecting to?
- Is either device (your computer or the TV) muted?
- Is your computer's Output set to the device you're projecting on?
  - Locate your computer's SOUND settings and make sure OUTPUT is set to "LG TV".
    - **WINDOWS:**
      - a. Open your **SETTINGS**, from your **START** menu (In the **bottom right** corner).
      - b. Click **SYSTEM**, it should be the option at the **left on the top row**.
      - c. Under **SYSTEM** on the **left** side column, click **SOUND**.
      - d. Under OUTPUT make sure the output device is set to "LG TV."





## MAC/APPLE:

a. Open your computer's **SYSTEM PREFERENCES**.

b. Click **SOUND**. 

c. When the pop-up window appears, select **OUTPUT**.

i. Under *"Select a device for sound output:"* select "LG TV."



Sound Effects

Output

Input

## IF THE MICROPHONE IS STILL NOT WORKING...

- Review the SOUND Troubleshooting above, if none of those options help...
- Review STEPS 4 & 5 in the How to Use the Lavalier Microphone section.
- Is the green light on the transmitter on?
  - If you hold the power button down and the light does not come on, the battery may be dead.
    - Using the provided charge cord, plug the TRANSMITTER into your computer to charge it. The orange light means it is charging.
    - You can use the microphone while it is charging, just remember that you have limited mobility. When the TRANSMITTER is both ON and Charging, the light will be both orange and slightly green.
- IF THE MICROPHONE IS SCREECHING...
  - For your sake MUTE the TV temporarily.
  - Turn the Mic. INPUT VOLUME down about half way. It is likely screeching because it can hear itself.
  - UNMUTE the TV.