Tips & Troubleshooting

Extending v. Mirroring Screen Display

Extending allows you to use each display independently. To move something from one screen to the other, drag the window to the upper corner.

Duplicating mirrors the laptop display onto the main screen. This is best used for presentations.

For PC: *Start > Settings > Display > 'Extend these displays' or 'Duplicate these displays'*

For Mac: *Apple Menu > System Settings > Displays > Display Settings*
Click the name of your display, then click 'Use as'
Select either 'extended' or 'duplicated' display.

Connecting Wirelessly

If AirPlay is enabled on your Mac device, select *'Wireless Video'* on the control unit, select *Apple TV,* then enter the AirPlay code that displays on the screen.

Minimizing Interruptions

For PC: *Start > Settings > System > Notifications > turn on "Do Not Disturb"*

For Mac: *Control Center > Focus > "Do Not Disturb"*

The Owl

If the Owl is not responding, try:

- Turning it off and on.
- Unplugging and plugging it in.
- Replacing its cable. Additional cables can be checked out at the Front Desk.

Screen Sharing

To keep your virtual meeting participants on the main screen while you find what you'd like to share, host the virtual meeting on the conference room laptop and then join the meeting and share your screen from your personal laptop.

Echoes

- Ensure only one microphone is active at a time.
- Mute personal laptop microphones when using room audio systems.
- Have people in the room connected to the meeting turn their volumes down.

Restarting the System

1. Unplug all cables connected to the laptop.
2. Press 'System Off' in the upper left corner.
3. Let the projector power off. The light on the projector will turn from GREEN to RED.
4. Wait ~30 seconds.
5. Turn the system back on by plugging in your powered laptop or pressing the 'Press to Continue' screen on the system.

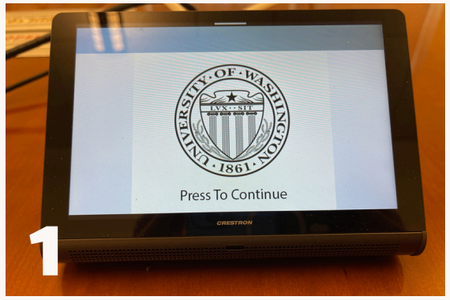
Helpline

Reach out to the A&A Front Desk or A&A IT aatech@uw.edu / (206) 685-6101

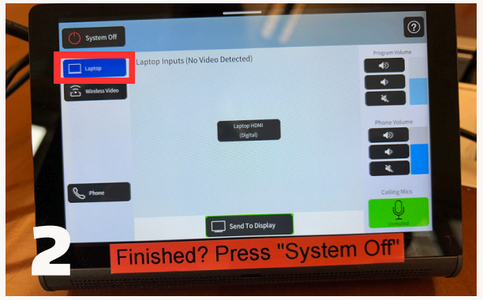
Starting the A/V System

QUICKSTART: Plug the docking station into a powered laptop to start the system automatically.

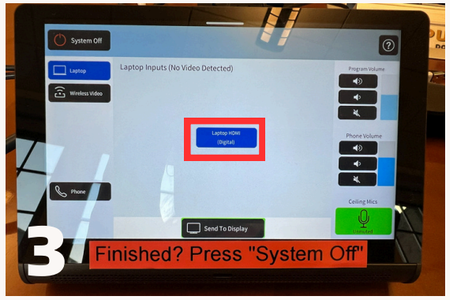
Or navigate these steps:



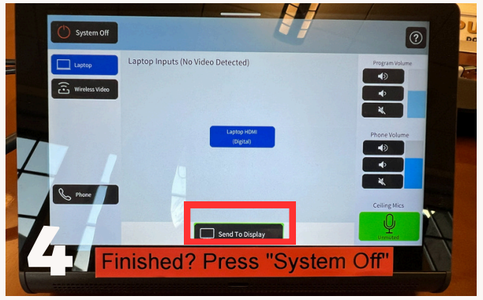
Touch the 'Press to Continue' screen on the system.



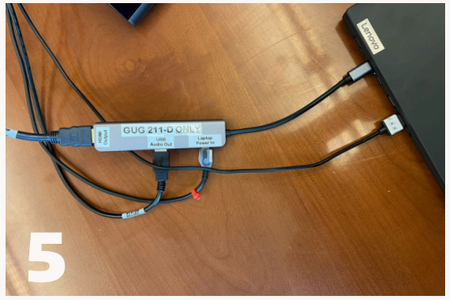
Touch the 'Laptop' button.



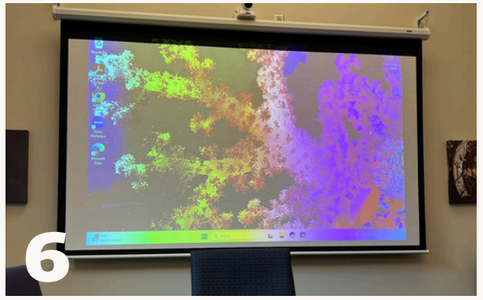
Touch the 'Laptop HDMI' button.



Touch the 'Send to Display' button.



Plug the laptop into the labeled docking station.



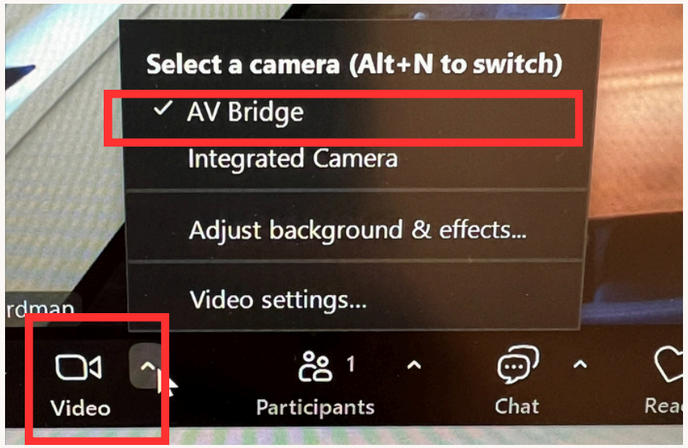
The projector will power on. Turn on the laptop and your screen will display.

Starting Your Virtual Meeting

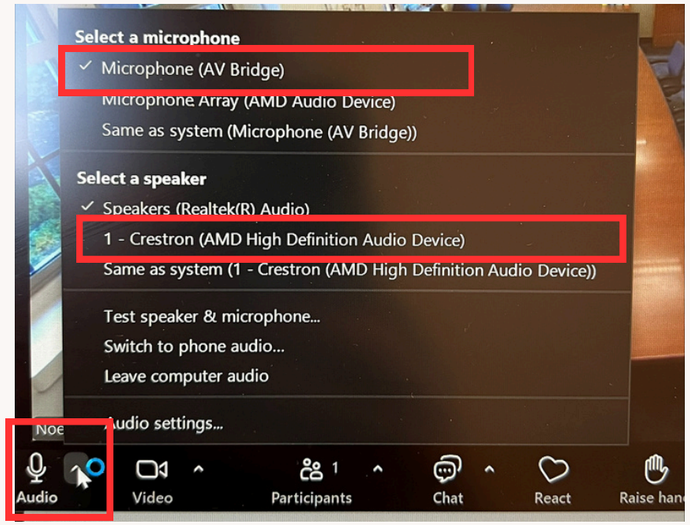
Once the system is started, open your virtual meeting application (i.e. Zoom) on the laptop.

Using the ceiling-mounted camera, speakers, and microphones:

1. In your virtual meeting, select 'Video' then select 'AV Bridge.'

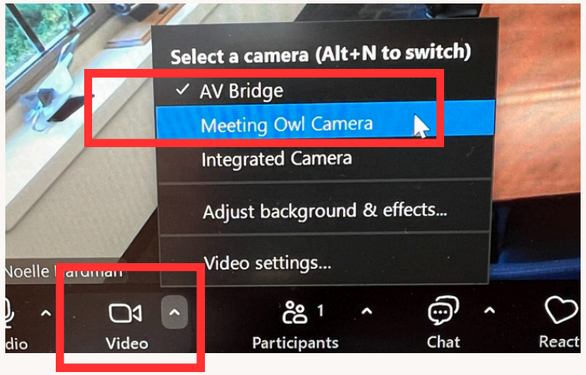


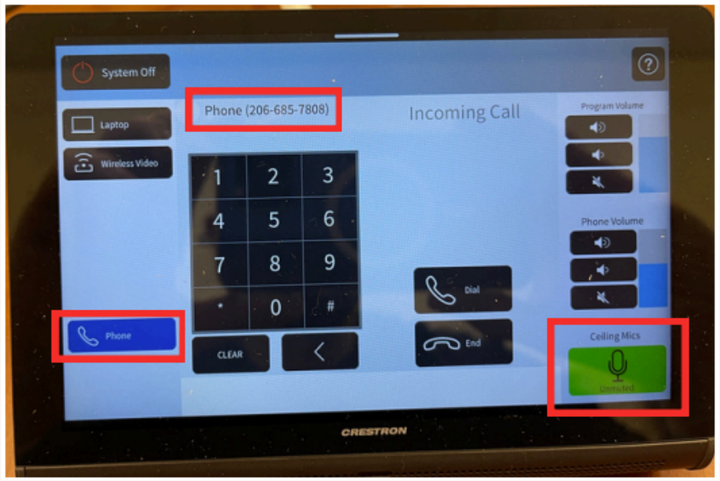
2. Select 'Audio' then select 'Microphone (AV Bridge)' and '1 - Creston (AMD...)'



Using the OWL:

1. Plug the cable labeled 'Owl' into the laptop.
2. In your virtual meeting, select 'Video' then select 'Meeting Owl Camera.



Using the conference phone:

1. Press the 'Phone' button.
2. CALL IN: Give the phone number on the top of the screen for others to call into.
3. CALL OUT: Use the on-screen buttons to call out.
4. Mute the ceiling-mounted microphones using the GREEN microphone icon in the lower right corner, if needed.