Connect with Laptop

1. Use remotes to turn on both:
   - PROJECTOR
   - TV

2. Select input 2 on KVM switch:
   - Located on the top of the cabinet

3. Plug in USB-C cable from docking station into laptop
   - Located on the top of the cabinet

4. To turn on audio, GOTO How to Sync Jabra Speakers
Connect with Mac Mini

1. Use remotes to turn on both:
   - **PROJECTOR**
   - **TV**

2. Select **input 1** on KVM switch:
   - Located on the top of the cabinet

3. Turn on Mac Mini
   - Located in the cabinet
   - If Mac Mini is not on, try pressing the button on the back of the computer.

4. To turn on audio, GOTO [How to Sync Jabra Speakers](#)
How to Sync Jabra Speakers

1. Turn on both Jabra Speakers by holding down the power buttons

2. Touch the link icon on both speakers

3. Await a voice confirmation

4. Speakers should now be linked

5. For windows computers, go to the bottom of your computer and locate the sound icon
   - Click “Speaker” box above the sound level bar and select Jabra Speaker

6. For MacOS, find sound settings in system preferences and locate output. Select Jabra Speaker from menu
How to Sync Speakers To Laptop

1. Open Bluetooth settings on your computer and follow the arrows

   Mac

   Windows

   Jabra Speakers should appear here!

2. Click and hold the Bluetooth button on the Jabra Speakers

3. Wait for Jabra Speakers to appear on your device’s Bluetooth menu and press connect when prompted
How to Sync Speakers To Zoom

PLAY ZOOM AND OUTSIDE AUDIO

1. Join a Zoom meeting
2. Go to the bottom left and click the upwards pointing arrow on microphone (mute and unmute label)

3. Make sure “Select a Microphone” has: “Same as System (Microphone Array Intel® Smart Sound Technology for Digital Microphones)” selected

4. Make sure “Select a Speaker” has: “Headphones (Jabra Speak 710 Stereo)” selected

5. You can double check if you press Audio Settings... and the same options are selected.
1. Use remotes to TURN OFF both:
   - **PROJECTOR**
   - **TV**

2. Place keyboard and mouse **back on top of cabinet**
3. Place projector remote and tv remote **back on top of cabinet**
PLEASE READ THIS

Make sure when using and resetting the room to PLEASE read the instructions given. ALSO please return everything to where you found them!

For assistance, see us at 3125 Campbell Hall or contact us at:

Phone:
(310) 825-0634

Email:
linguist@humnet.ucla.edu

THANK YOU