


DEPARTMENT OF
L I N G U I S T I C S

CONFERENCE ROOM SETUP



In order to ensure your safe use of this setup, please read these instructions carefully before using this product.

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This table contains hyperlinks which will allow you to instantly access other parts within this document. Simply click on the section you would like more information about.

SECTION 01: PREPERATIONS

Conference Room Content



Docking Station



KVM Switch



Mac Mini



Samsung TV



Epson Projector



Keyboard



Camera



Jabra Speaker



USB Type-C

Note:

- If any of the above items are damaged or missing, please contact us immediately. (linguist@humnet.ucla.edu)
- The appearance of the components may differ from the images shown.

Supported Devices & Models (Type-C)

Laptop Model	
Brand	Model
Apple	Macbook 12', Macbook 13' 2017, Macbook Pro 2016 - New
	Macbook Air 2018 - New, iPad Pro 2018 - New
Google	Chromebook Pixels, PixelBook
Lenovo	YogaC930, Yoga 5 Pro, Yoga 6 Pro, ThinkPad XI Carbon
	Legion Y7000/Y7000P/Y7000K
Dell	XPS13, XPS15, G3/G5/G7, Inspiron 5000/7000
HP	Pavilion X2, EliteBook Folio G1, EliteBook 1050 G1
Microsoft	Microsoft Surface Book 2
Razer	Blade Stealth
More Brands	Continues update...

Note:

Please check if the Type-C port of your PC/Laptop supports audio and video signal transmission (Thunderbolt 3).

SECTION 02: CONNECTING

Input Selection

This setup uses a **KVM Switch** which allows one to switch between two inputs quickly and easily.

Apple iMac Mini (Input 1):

1. Power on displays using the following remotes:



2. Power on keyboard and select **Input 1** by pressing the **Tab + 1** hotkey on the wireless keyboard:



Note:

Input 1 is the default channel containing the Mac Mini and may not require an input change. Power the keyboard and hit any key to wake the Mac.

Personal Laptop (Input 2):

1. Power on displays using the following remotes:



2. Power on keyboard and select **Input 2** by pressing the **Tab + 2** hotkey on the wireless keyboard:



3. Connect your personal computer to the OWC Docking Station using the attached **USB Type-C** cable:



4. If you are using a compatible device with a supported **USB Type-C** connection, then the image will appear on both the projector screen and television.

Note:

- If the image appears on a single screen, then your device may not support dual displays. **Apple silicon Mac (M1, M2)** do not support dual screens.
- At this point you can choose to extend your image to the television or projector screen.

There are two cables labeled **Samsung** and **Projector** attached to the back of the dock. Disconnect the cable from the screen you do not want utilized. Your computer will automatically connect to the next available screen:



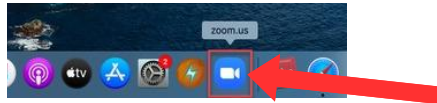
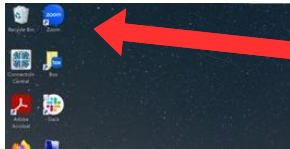
SECTION 03: ZOOM SETUP

Connecting to Zoom (Mac Mini, PC & Mac Laptops)

This setup uses a **KVM Switch** which has an integrated USB hub allowing peripherals like the **keyboard**, **camera**, and **speakers** to be shared across inputs.

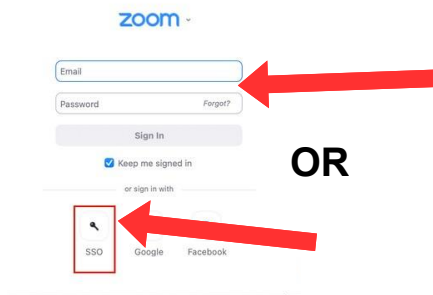
1. Log into your Zoom account and join a Zoom Meeting.
a Zoom meeting.

IOS

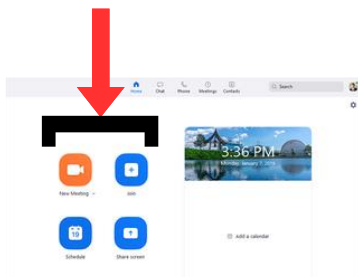


NOTE:

If you are on **MAC MINI** and Zoom is logged into the department account, please **LOG OUT** of this account!



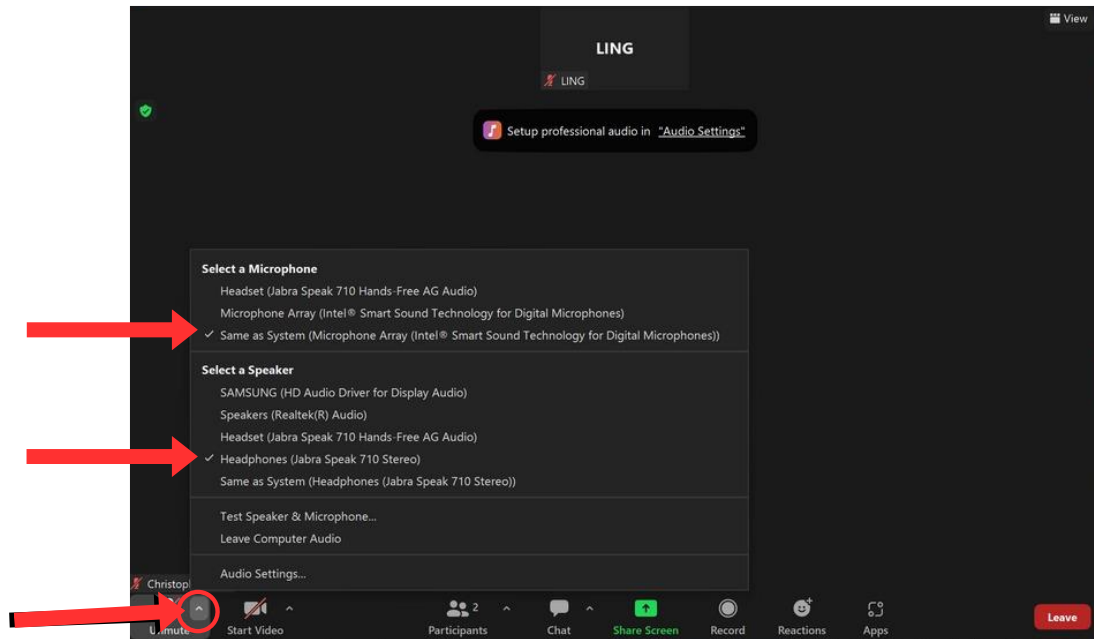
OR



Camera

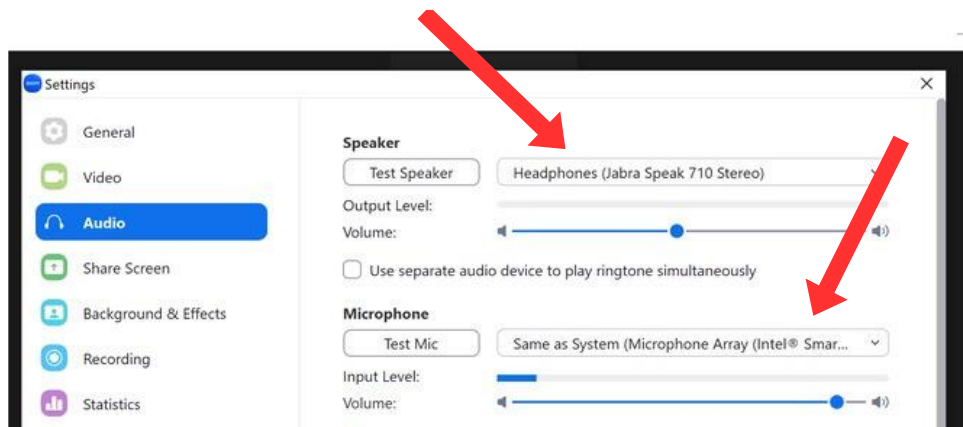
2. The **camera** will automatically turn on when you have joined a meeting.

3. Navigate to the bottom left and click on the upwards pointing arrow on the microphone icon. (mute and unmute label)



Note:

Validate the audio settings are correct by navigating **Settings > Audio**.



Speaker/Microphone

Connecting the Jabra Speaker/Microphone:

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. Speakers and Microphone automatically connect to the Mac Mini. For laptops (PC & Mac) see below.

- **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
- **For MacOS**, find the sound settings in system preferences and locate the output. Select Jabra Speakers from Menu.

Note:

For optimal benefits, place speakers/mic on opposites sides of the room.



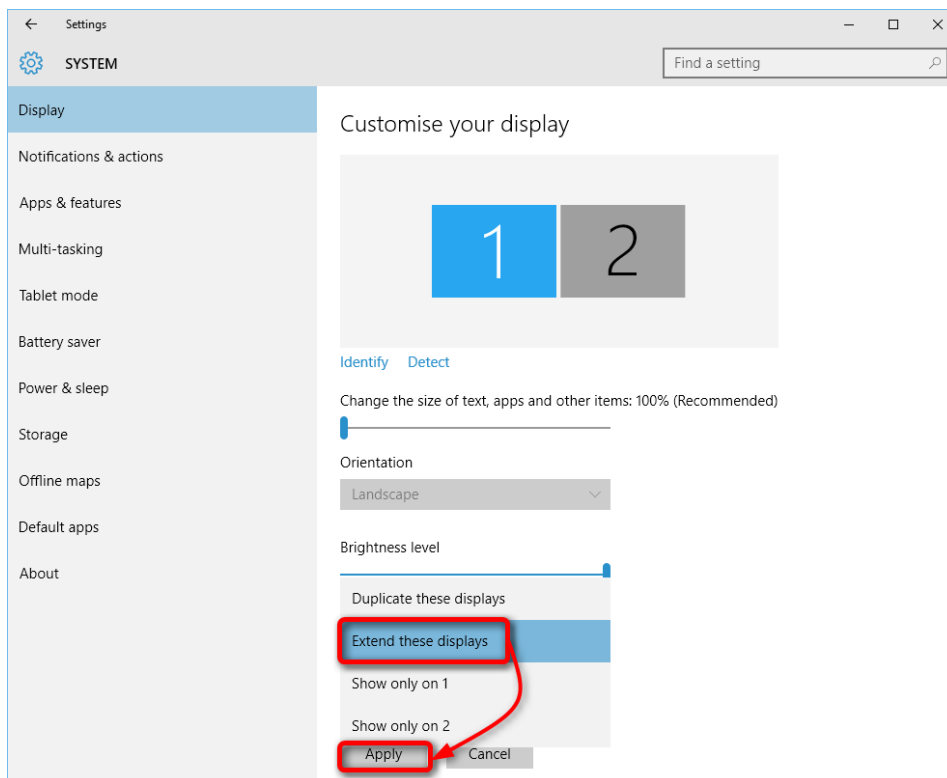
SECTION 04: DISPLAY MODE

Windows 10/11

Extend Mode/Duplicate Mode/Display Mode

Way1: Set on the device 'Display Settings'

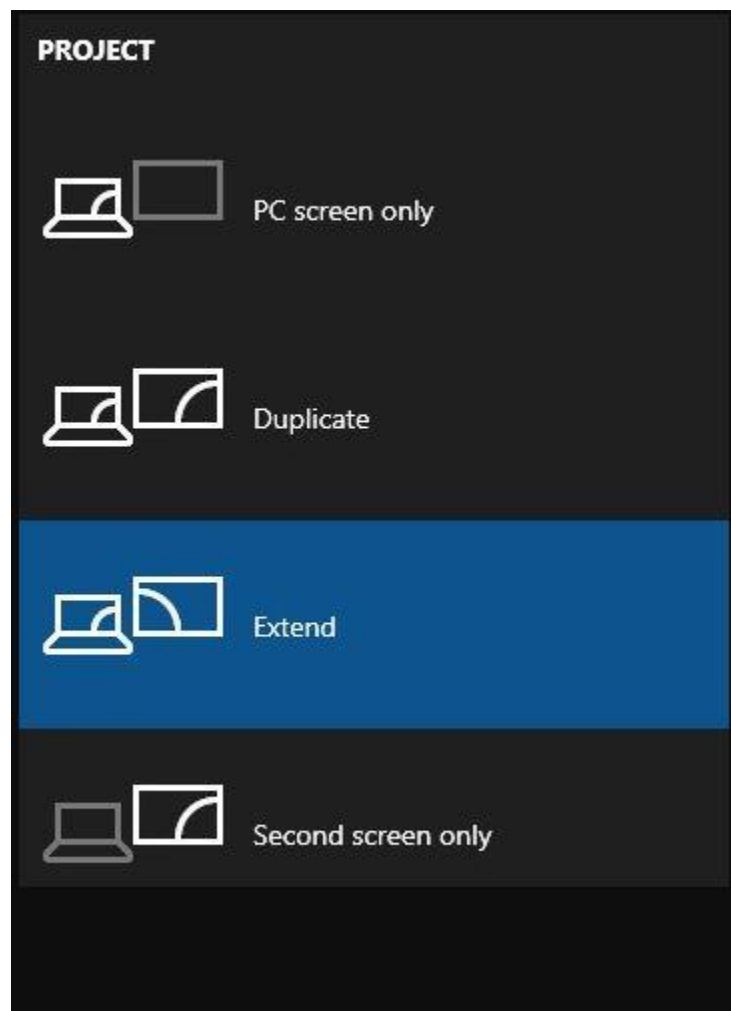
- A. Verify that your cables are connected properly to the new monitors.
- B. Right-click anywhere on your desktop and select Display settings to open the Display page.
- C. Scroll down to Multiple displays, then select an option from the drop-down list to determine how your desktop will display across your screens. For the largest work area, select Extend Desktop.



Note: If you cannot see the additional display(s) listed, click Detect. If does not work, try restarting your computer and do steps again.

Way2: Set via Windows key + P keyboard shortcut

- A. Verify that your cables are connected properly to the new monitors.
- B. Enter the “Windows” key and “P” on the keyboard at the same time.
- C. Select an option from the drop-down list to determine how your desktop will display across your screens. For the largest work area, select Extend Desktop.



Note: If you cannot see the additional display(s) listed, click Detect. If does not work, try restarting your computer and do steps again.

SECTION 05: Q&A

Important Tips:

If you find any issues with the equipment, please contact us at linguist@humnet.ucla.edu before use. We will help solve your problem and try our best to make sure you are satisfied. If there are any defects that cannot be solved, we will look into temporary solutions.

Q: It says, “no signal”, what to do?

1. When connecting with a USB-C cable, make sure your device supports USB3.1/Thunderbolt 3.
2. Please make sure to use the original cable.
3. Please try another device. If still fails, please reach out for support.