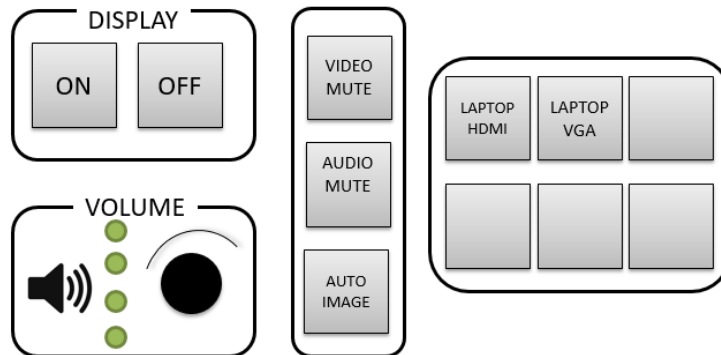


# MEDIA CABINET INSTRUCTIONS

*For best results follow the below steps in the order given. All controls are on this media cabinet (you do not need to press any buttons or controls on the display).*



**Step 1: Retrieve the appropriate cable from the drawers and connect it to your laptop's VGA or HDMI.**



- Two types of video cable connections are available (HDMI and VGA). Select which cable to use based on what ports your laptop has (if you have both VGA and HDMI, use HDMI).
- The VGA cable also comes with a smaller audio cable from the same drawer, which you may want to connect to your laptop's headphone jack if you need audio.
- The HDMI cable has adapters for other kinds of laptop ports including Micro-HDMI, Mini-HDMI, and Mini DisplayPort.



**Step 2: Power on the Display via the ON button on media cabinet**

**Step 3: Select Laptop HDMI or Laptop VGA via buttons on media cabinet depending on which cable you selected.**

**Step 4: Power on your laptop.**

**Step 5: When you are done, power off the system via the OFF button on the front panel & put any cables back in their drawers.**

# TROUBLESHOOTING TIPS

- If you have problems with the display sizing incorrectly, press the **AUTO IMAGE** button on the media cabinet panel and wait a few seconds to toggle between a few different states (hopefully one will work for you).
- If you are still having problems, please contact Food Chain IT staff:

**Alex Zingorenko 3111 Meyer 530-219-6382 (mobile)**

**Brandon Nguyen 1253 Meyer 530-564-2460 (mobile)**

**Romeo Capell 1259 Meyer 530-304-9062 (mobile)**

**Jennifer Ruhe 3113 Meyer Hall 530-304-5578 (mobile)**

## HOW TO USE THE CONFERENCE CAMERA

In one of the drawers of the media cabinet there is a USB cable which is connected to the conference camera mounted on top of the display. The conference camera can be connected to laptops for videoconferences (the camera covers the entire conference table). **Note that driver installation is not required to use the conference camera for Windows or Mac systems (driver is plug and play).**

**Step 1:** Connect your laptop to the video and audio connections for the display as normal using either: 1) VGA and headphone jack audio cable or 2) HDMI cable in the cabinet drawers.

**Step 2:** Retrieve the USB Cable from the drawer labeled with “Conference Camera” and connect it to your computer’s USB port.

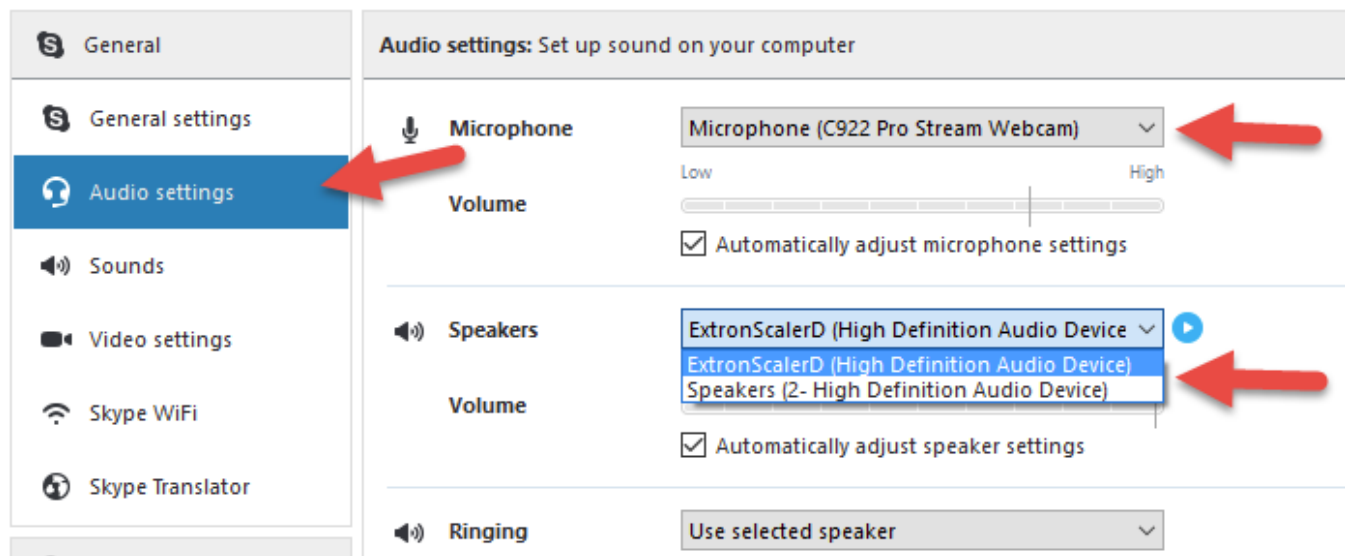
**Step 3:** In the settings for the conference application of your choosing select the below devices for video camera, microphone, and speakers to override using your laptop’s built-in components:

- For **VIDEO CAMERA and MICROPHONE** on your PC or Mac select **C922 Pro Stream Webcam**
- For **SPEAKERS**
  - On your PC select **ExtronScalerD (High Definition Audio Device)**
  - On your Mac select **HDMI (Extron HDMI)**

# SKYPE INSTRUCTIONS FOR PC

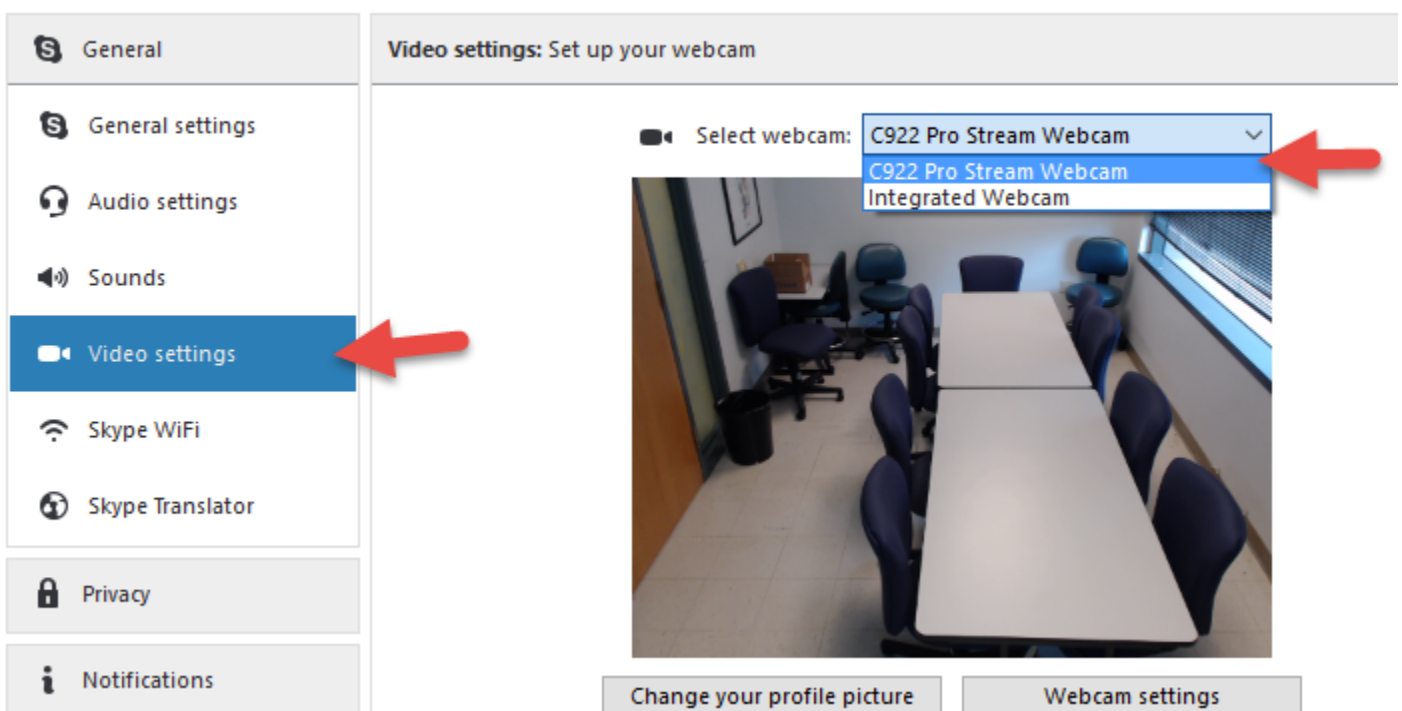
- On your **PC** open Skype and on the top menu go to Tools, Options.
- Under Audio settings select the **C922 Pro Stream Webcam** for Microphone and the **ExtronScalerD (High Definition Audio Device)** for Speakers
- Under Video settings select the **C922 Pro Stream Webcam** for the video camera

Skype™ - Options



The screenshot shows the 'Audio settings' window in Skype. The left sidebar has 'Audio settings' selected. The main area is titled 'Audio settings: Set up sound on your computer'. It has three sections: 'Microphone', 'Speakers', and 'Ringing'. In the 'Microphone' section, a dropdown menu is set to 'Microphone (C922 Pro Stream Webcam)'. In the 'Speakers' section, a dropdown menu is open, showing 'ExtronScalerD (High Definition Audio Device)' selected. A red arrow points to the microphone dropdown, and another red arrow points to the selected speaker option in the dropdown.

Skype™ - Options



The screenshot shows the 'Video settings' window in Skype. The left sidebar has 'Video settings' selected. The main area is titled 'Video settings: Set up your webcam'. It features a 'Select webcam:' dropdown menu with 'C922 Pro Stream Webcam' selected. Below the dropdown is a video preview window showing a conference room. At the bottom, there are two buttons: 'Change your profile picture' and 'Webcam settings'. A red arrow points to the selected webcam in the dropdown, and another red arrow points to the 'Video settings' option in the sidebar.

# SKYPE INSTRUCTIONS FOR MAC

- On your **Mac** open Skype and in the menu bar select Skype Preferences, then Audio/Video
- Select the **C922 Pro Stream Webcam** for both Camera and Microphone
- Select **HDMI (Extron HDMI)** for speakers and ringing

