

D235 / LC Lounge | Help Sheet

Instructions on how to use the **D235 / LC Lounge** instructional cart's computer, a/v & video conferencing equipment, connected cables, etc.

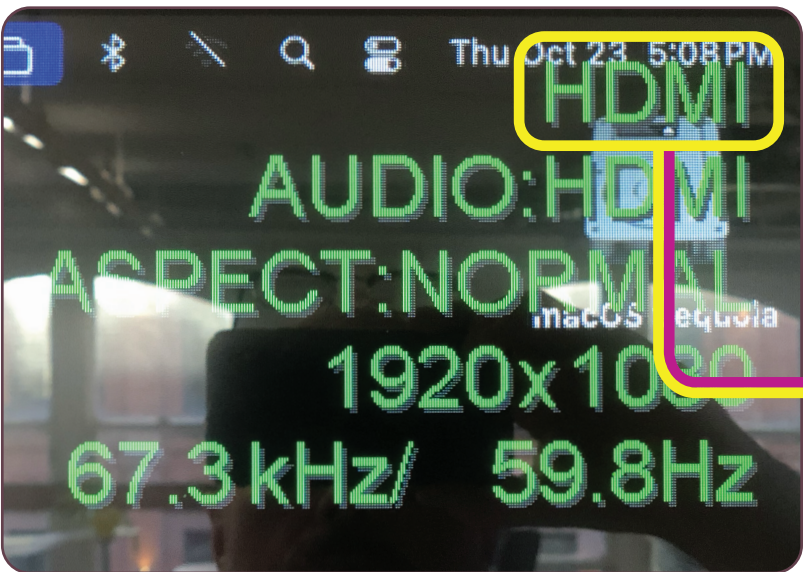
Cart's Lock Cabinet

Please borrow a key from Multimedia to unlock the cart's storage cabinet to access the **flatscreen TV remote, USB Mic and Web Cam**



1 Flatscreen TV (NEC 55" V552 LED Monitor)

- Flatscreen: TV**
- The **flatscreen tv** is installed on the LC Lounge's west side wall
 - To **turn on** the **flatscreen tv**, press the **POWER ON** button on the remote
 - To **turn off** the **flatscreen tv**, press the **STANDBY** button on the remote
 - Please remember to **turn off** the **flatscreen tv** after your presentation
 - It's best to point the remote at the **flatscreen tv** closely & directly when turning it **ON/OFF** (please note, there is a slight delay when the monitor is turning on)
 - If needed, press the remote's **HDMI** button to select/connect the tv to the Mac mini via **HDMI cable 2**



POWER ON button
Turns on the projector

STANDBY button
Turns off the projector

HDMI button
Press to select/connect the TV to the Mac mini via an **HDMI cable**



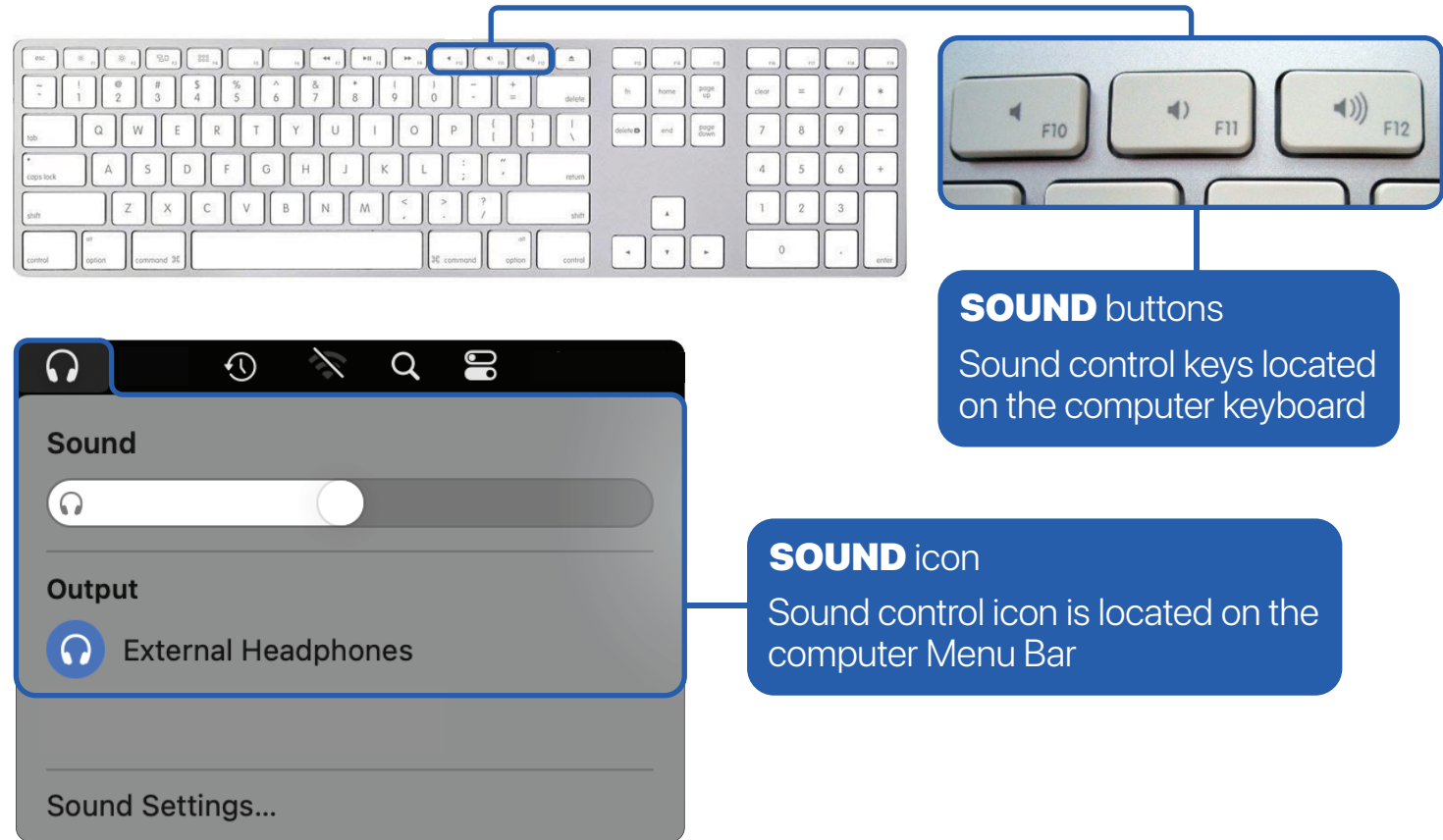
2

Speakers | Logitech Computer Speakers

- Speakers:
- When the **Logitech Speakers** are **turned off** the **POWER LED Indicator** is **blank**
 - To **turn on** the **Logitech Speakers**, turn the **POWER/VOLUME** dial on the right speaker all of the way clockwise (the **LED Indicator** turns **on**) and set them to the desired volume
 - Please note, the **Logitech Speakers** are powered via a **Power Adapter** & connects to the **Mac mini's External Headphone output** via the speakers **1/8" stereo mini audio cable**



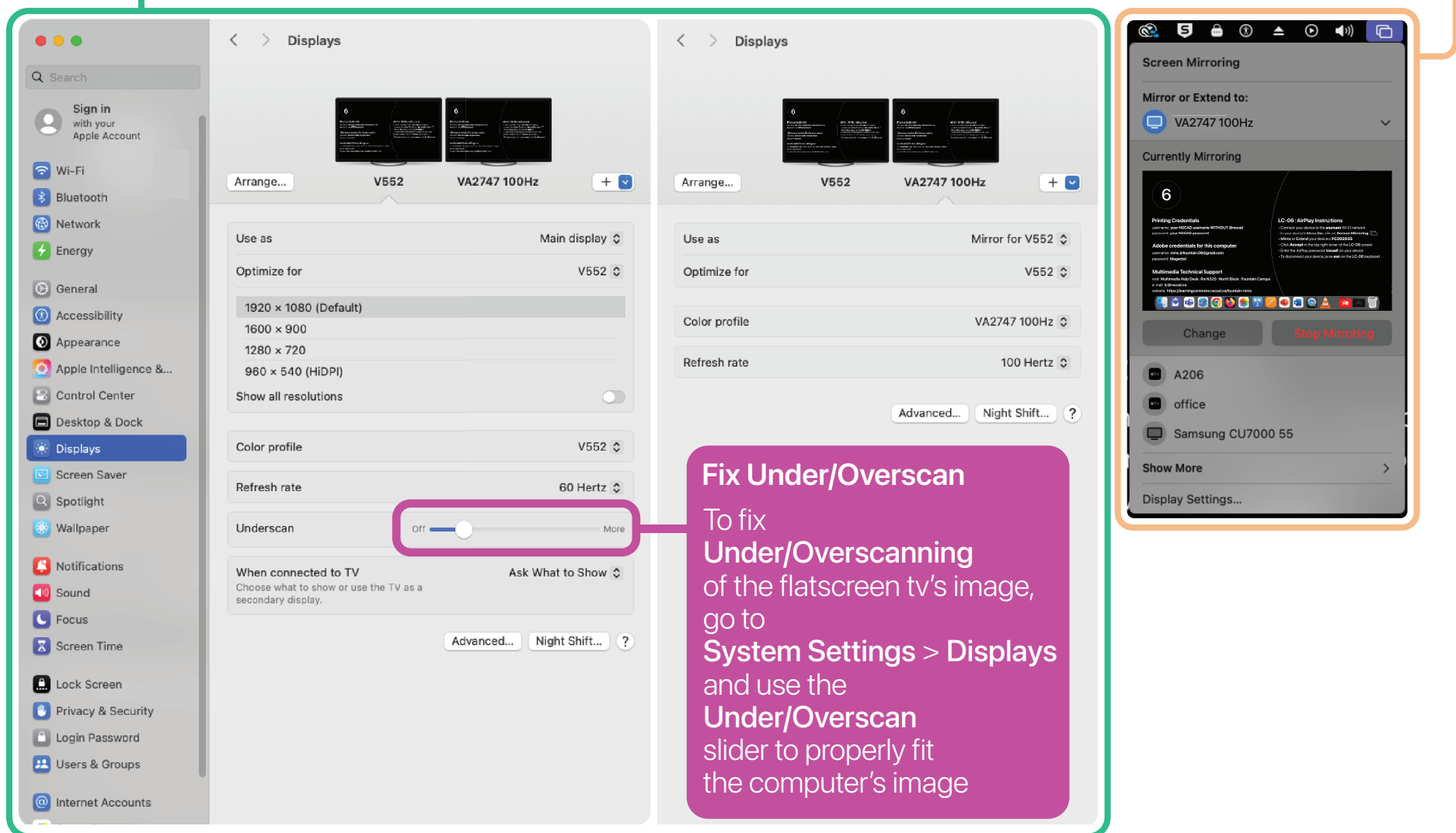
- Sound:
- Use the **sound controls** on the **keyboard** or in the **Menu Bar** to adjust the **Mac mini's** output volume level to the **Logitech Computer Speakers**



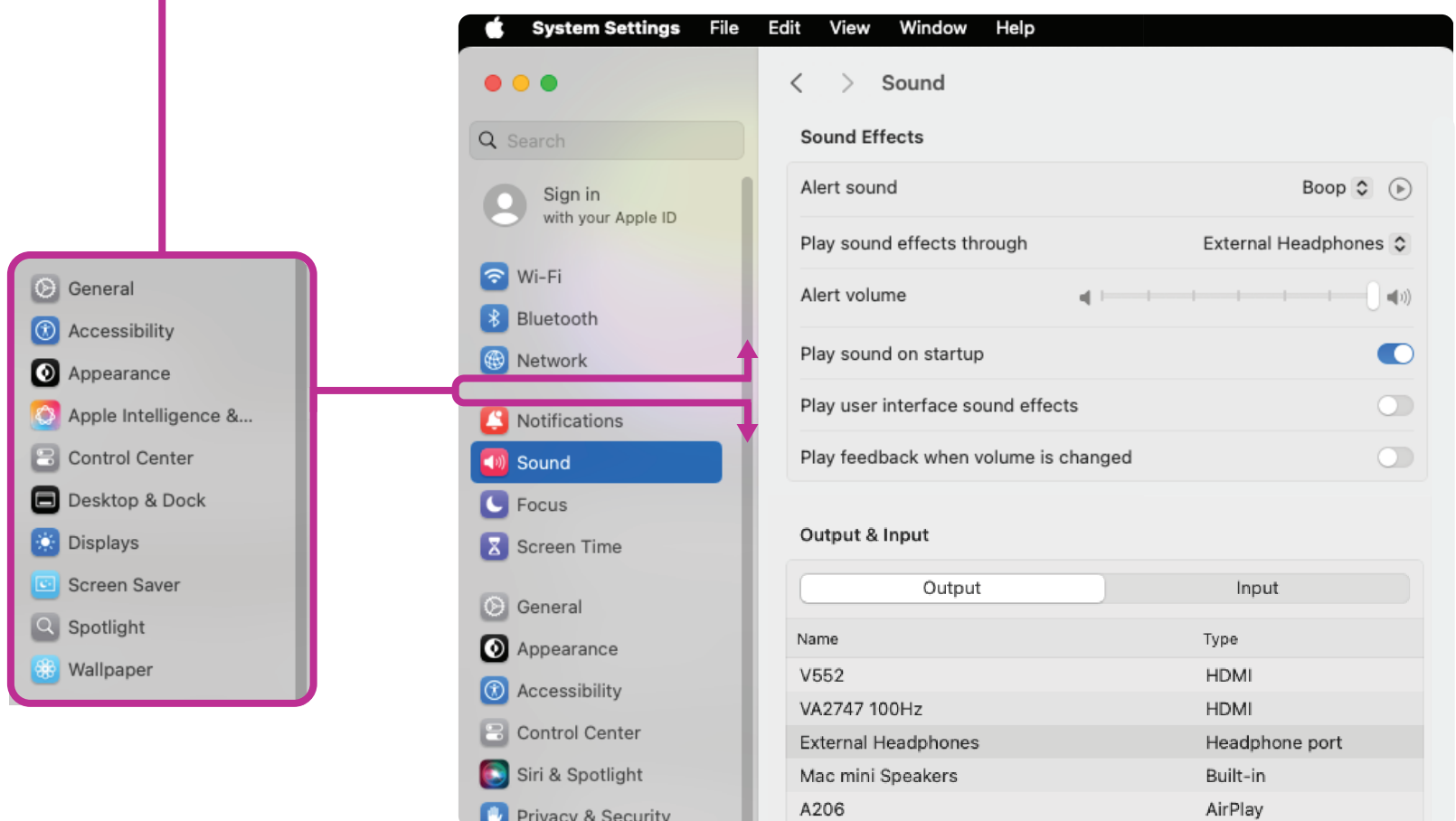
3 System Settings | Mac mini (computer)

Check:

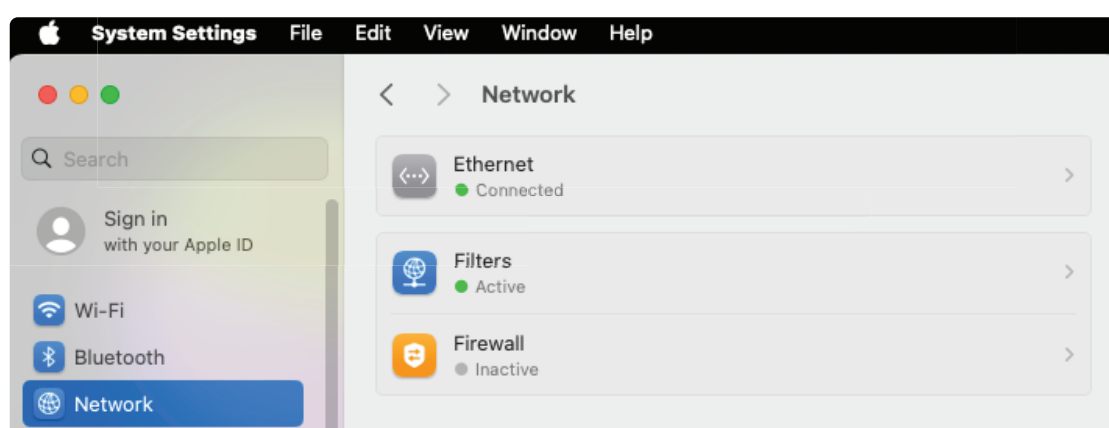
- VIDEO:  **VIDEO:**  > System Settings > Display > VA2747 100Hz (Mirror/Optimize for VA2747)
- Menu Bar:  **Menu Bar:**  Screen Mirroring > Mirror to > VA2747 100Hz (Mirror/Optimize for VA2747)



- SOUND:**  **SOUND:**  > System Settings > Sound > Output > External Headphones
*Scroll down/past this group of functions in the sidebar to find/select **SOUND**

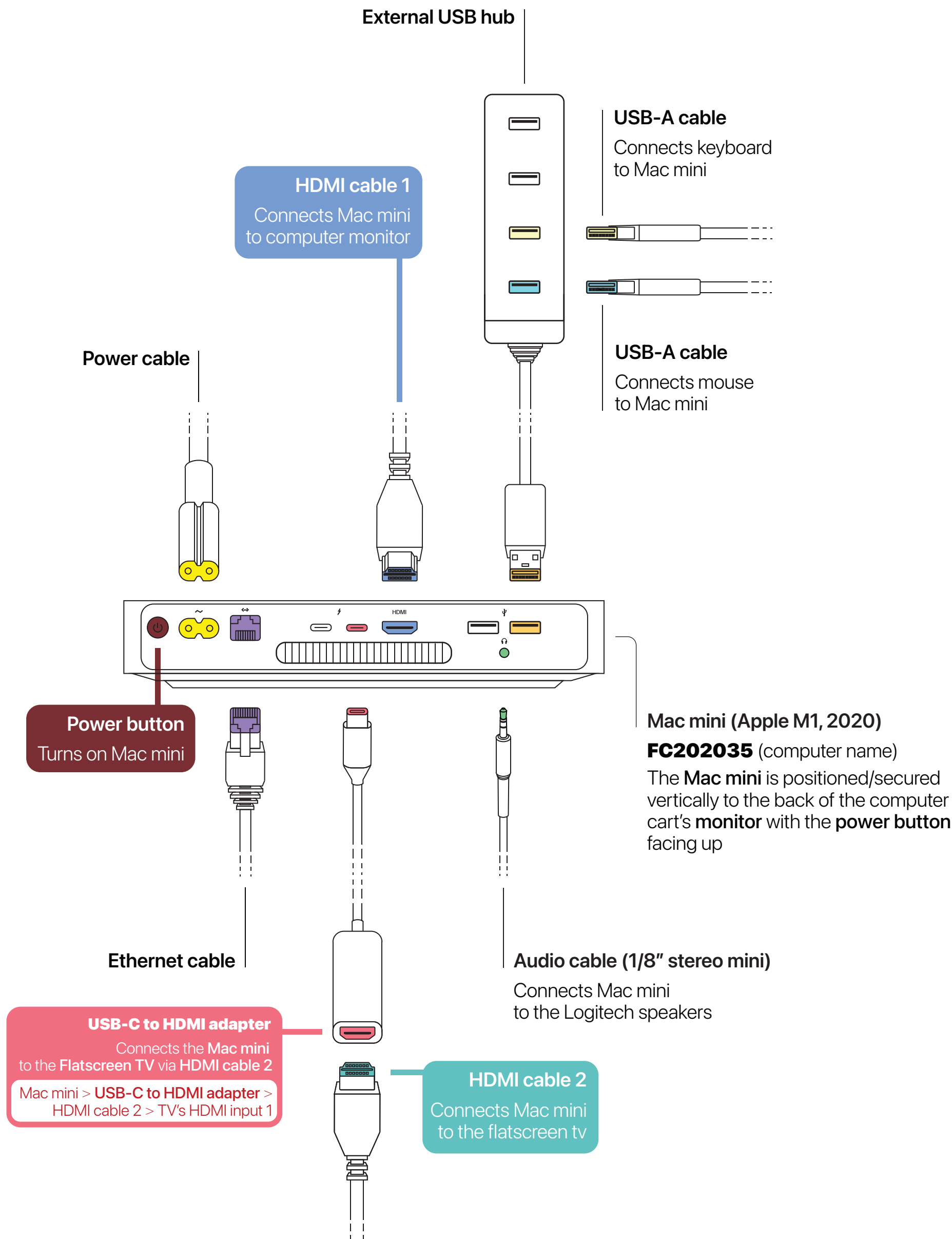


- INTERNET:**  **INTERNET:**  > System Settings > Network > Ethernet (Connected)



Cable Connections

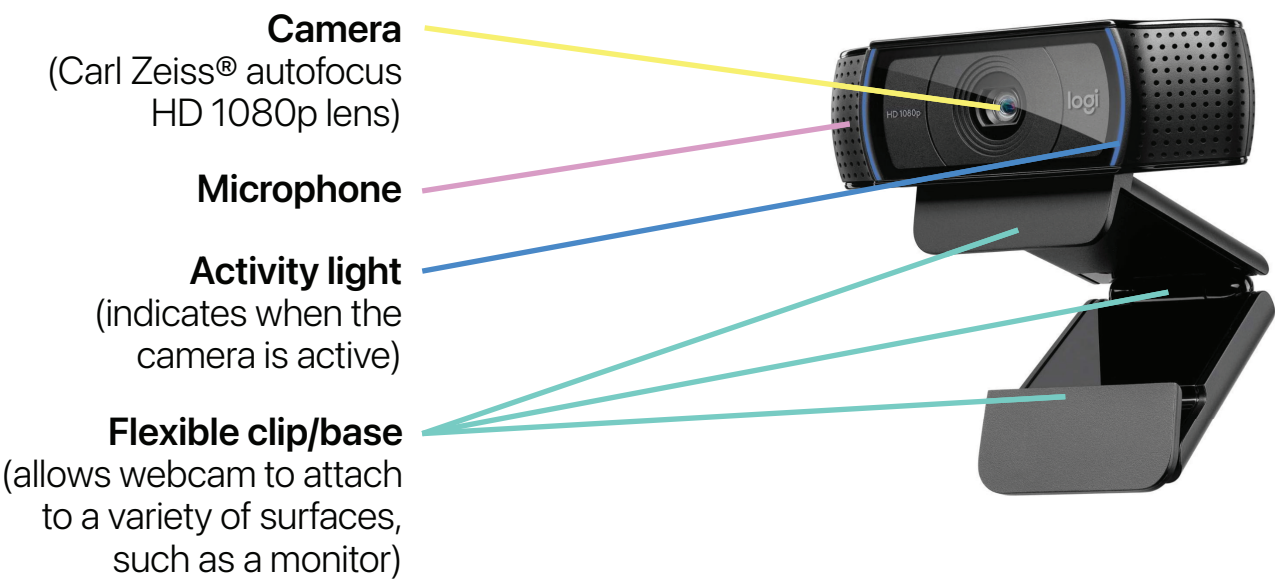
- Make sure:**
- the **Mac mini** is turned on (press **Power button** if it's turned off)
 - HDMI cable 1** is firmly attached to the **HDMI port** on the Mac mini
 - the **Multiport adapter** is firmly attached to the **Thunderbolt / USB 4 port** on the Mac mini
 - HDMI cable 2** is firmly attached to the **HDMI port** on the **USB-C to HDMI adapter**



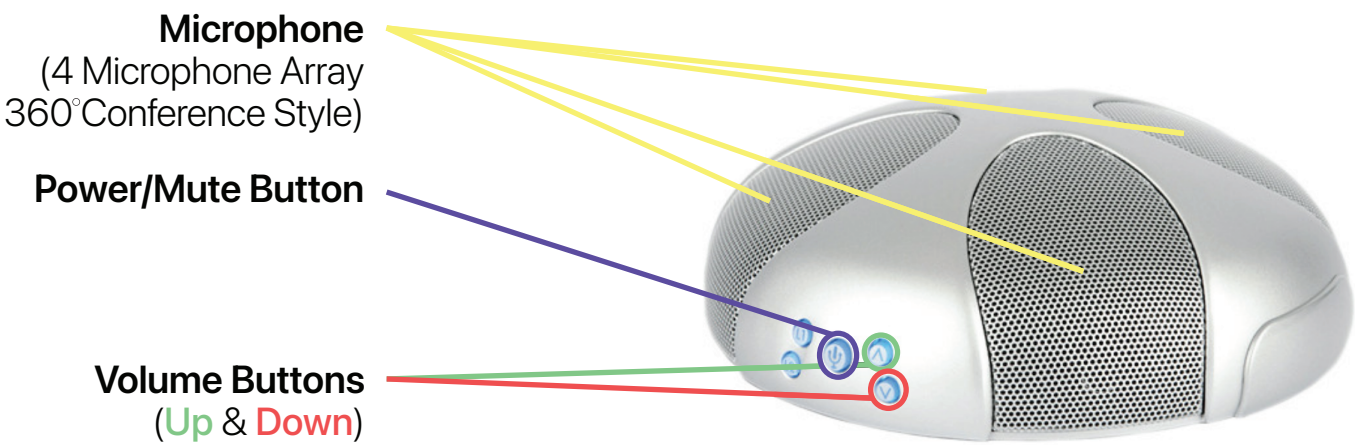
Video Conferencing | Equipment & Software

The **Logitech Web Cam & Phoenix Quattro3 USB Mic** is equipment to assist in streamlining collaboration for online classes, presentations, and meetings. They both connect to the computer’s USB Hub (installed on the monitor stand) via USB-A cables.

Logitech: Webcam

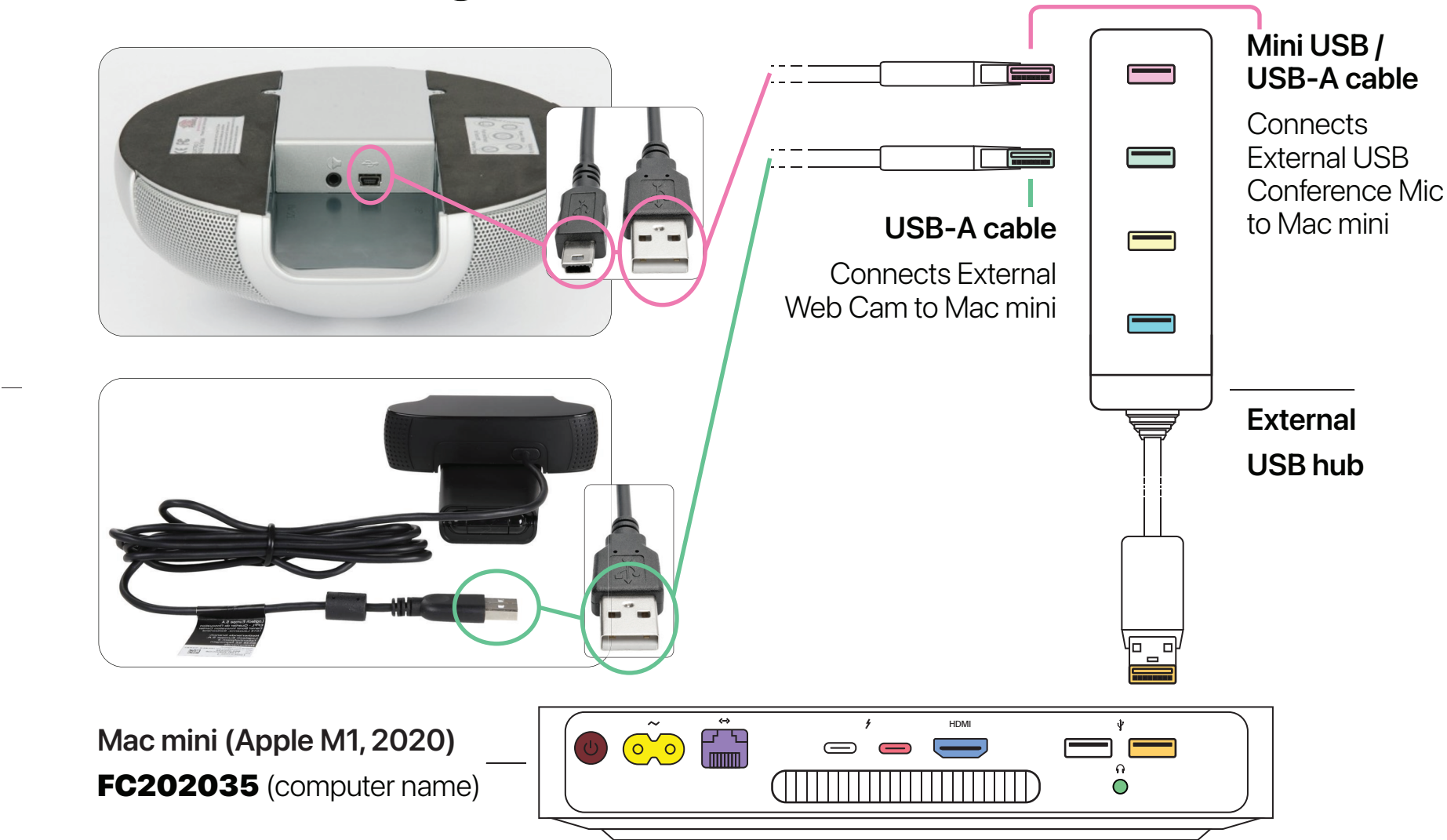


Phoenix: Quattro3 USB Mic



Cables:

- The cable connections for the **Logitech Web Cam & Phoenix USB Mic** are as follows
 - The **Logitech Web Cam & Phoenix USB Mic** both connect to the Mac mini’s (computer) USB Hub via USB-A cables
- See **4 Cable Connections** diagram & the one below



Virtual:
Meetings

- Using the **Logitech Web Cam & Phoenix Quattro3 Mic** for Teams video conference meetings
 - Connect the **Web Cam** and **USB Mic** to the **External USB Hub** & Launch your Teams meeting by clicking **Meet Now**
 - Choose the following video & audio settings in your Teams meeting in conjunction with LC-06's **Web Cam, USB Mic** and **Flatscreen TV Speaker**
 - Video/Camera: **HD Pro Webcam C920** | Mic: **Phnx Quattro3**
Speaker: **External Headphones (Built-in)**

