

## Motueka Library Te Noninga Kumu Small Meeting Room

### Laptop to the TV pairing

(For screen and audio)

- Plug cable from docking station into laptop, make sure extender cable is connected located behind the TV screen on the right-hand side (the Docking Station does not power/charge laptops).
- Get remote from cupboard (yellow tag on key).
- Turn on TV with remote (ignore Terms & Policy option).
- Wait 10 seconds till next screen loads.
- Using the remote select SOURCE with centre round button.
- Select PC on TV (using remote to move through options).
- Go to **SCREEN SHARING** and follow the on-screen instructions.  
*\*If instructions defer from this\** Go to settings – display settings – multiple displays – connect!
- Go to your computers sound icon in the bottom right corner.  
Click the arrow in top right corner of popup then choose Echo Cancelling Sound.

### For Zoom

- To change Audio to the Sound bar, click on the up arrow next to the microphone symbol in the bottom left corner.
- This will bring up your audio options, click on Echo Cancelling Speaker Phone for Speaker and Microphone.
- For the camera, click on the up arrow next to the video symbol in the bottom right corner. This will bring up your camera options. Select Logi Tech Meet Up.

### For Teams

- Click on the 3 dots top right beside your profile picture.
- Select settings then devices settings.
- Choose Logitech Meetup Speaker phone and Echo Cancelling Speaker phone in all options to connect to both the camera and sound bar.

