

Irvine Office Equipment Connection Guide

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Conference Room

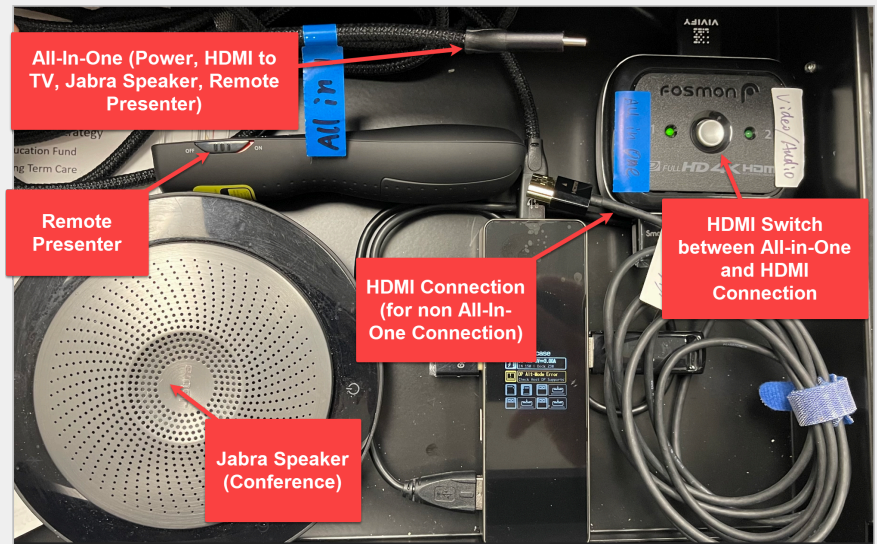
Turn on the TV using the TV remote control. The default input shall be HDMI-1

Open the drawer under the front side (close to the TV) of the desk



Equipments:

1. All-In-One USB-C Cable (including power, HDMI to TV, Jabra Speaker, Remote Presenter)
2. Remote Presenter
3. Jabra Speaker (for conference use. It has better microphone system)
4. HDMI connection for devices without the USB-C connection (older laptop, iPad etc.)
5. HDMI Switch to switch video input between all-in-one USB-C cable and the HDMI connection



For laptops with USB-C connection (most of the modern laptops), connect the all-in-one USB-C cable to the laptop.

The remote presenter can be used (**Please switch off the remote presenter after use to preserve the battery**).

For Zoom meetings, you may take out the Jabra speaker and place it on the conference table. It will capture the speaker voice better than the laptop's mic.



In Zoom, audio settings can be set as:

Microphone:

Echo Cancelling Speakerphone
(Jabra Speaker 710)

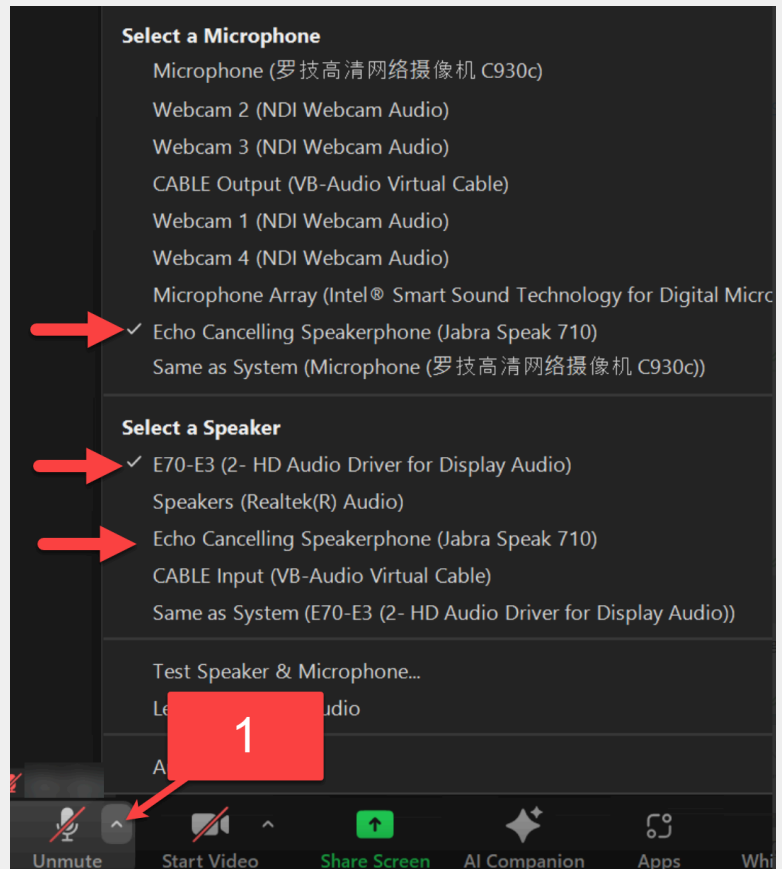
Speaker:

Echo Cancelling Speakerphone
(Jabra Speak 710)

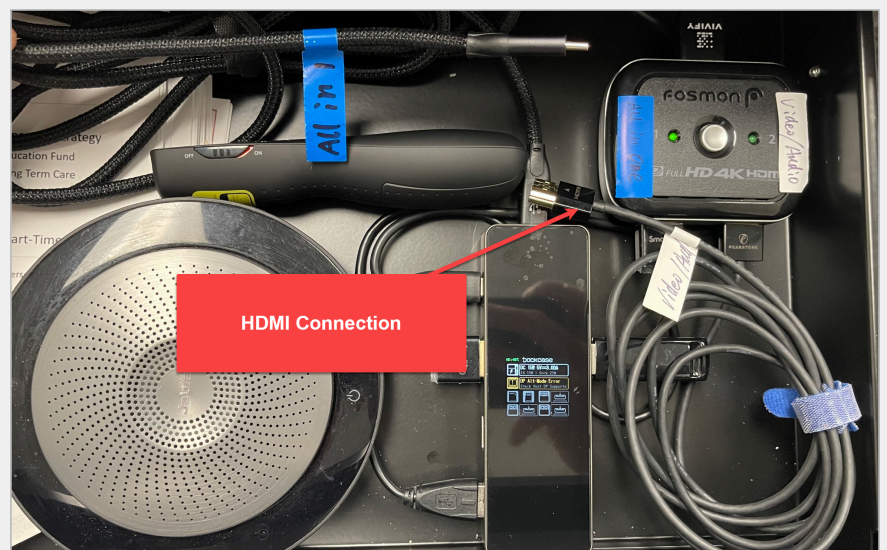
or

The TV (E70-E3) (use the TV remote control to adjust the volume)

There is a webcam mounted under the TV, the device is 'Logitech Brio'



For laptops WITHOUT the USB-C connection, connect the HDMI cable to the laptop.



Verify the HDMI signal source settings on the HDMI switch:

- 1 = All-In-One (USB-C cable)
- 2 = HDMI cable



Main Training Room

Turn on the projector



Open the cabinet under the front desk.

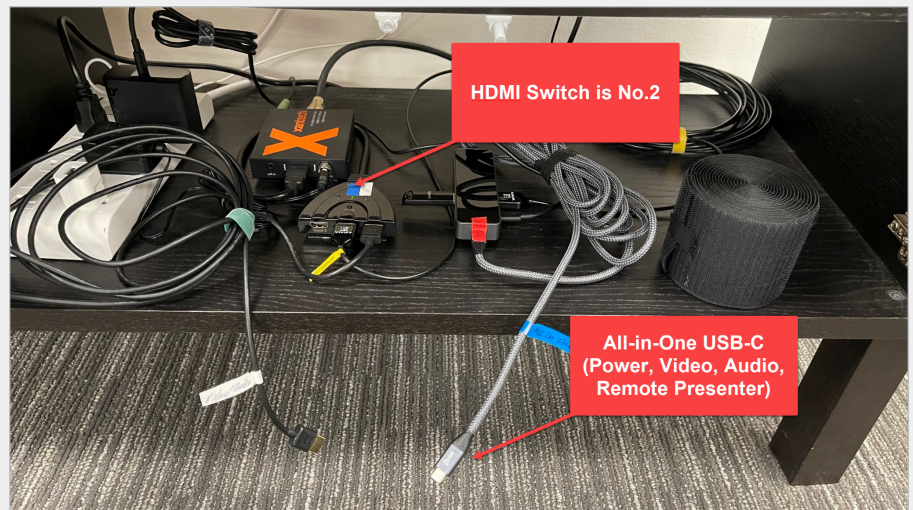


For laptops with USB-C connection (most of the modern laptops), connect the all-in-one USB-C cable to the laptop.

The cable will provide:

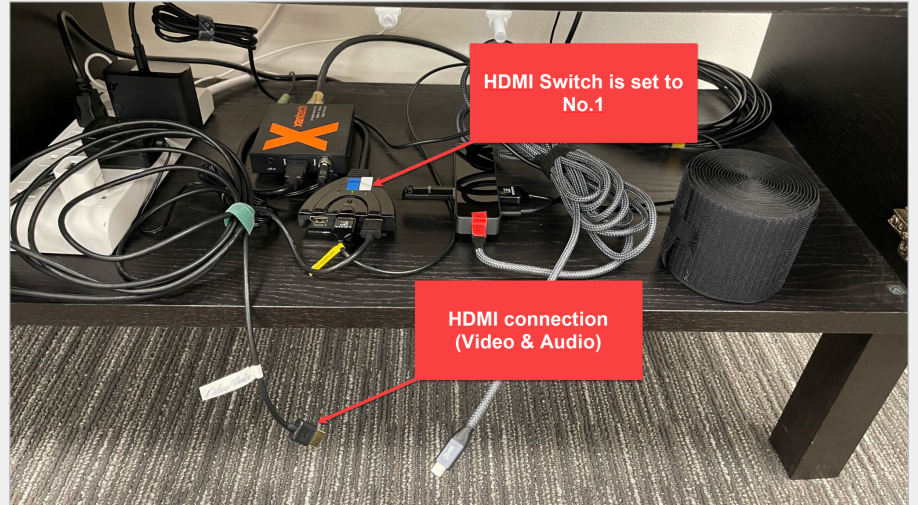
1. Power
2. Video
3. Audio (choose the audio device to the HDMI device)
4. Remote presenter (Powerpoint control) (**Please switch off the remote presenter after use to preserve the battery**).

Make sure the HDMI switch is set at No.2 (the light is on the blue label)

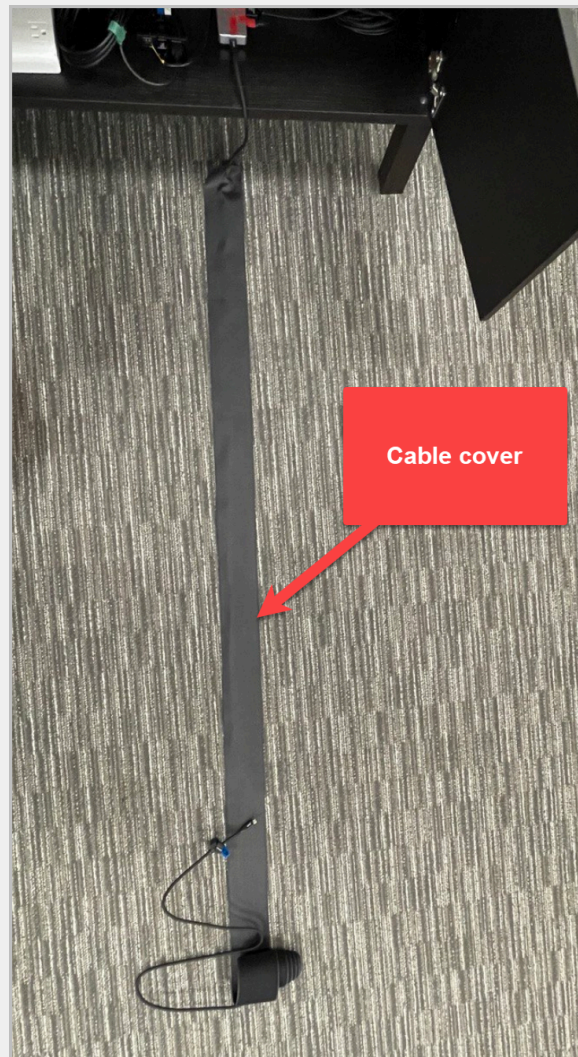


For laptops **WITHOUT** the **USB-C connection**, connect the HDMI cable to the laptop,

Make sure the HDMI switch is set at No.1 (the light is on the white label)



When using the laptop stand, you may use the cable cover to protect the cable (and avoid trippings)



The technical detail about how the video and audio signals are output to the Bose speaker and the Projector:

Regardless the connection (USB-C or HDMI), both Video and Audio signals are transmitted through the HDMI switch to the little box. The box is a video/audio signal splitter.

It splits the video/audio signal from the HDMI input (from the HDMI switch) to:

1. The video signal. The video signal goes to the projector
2. The audio (sound) signal: The audio signal goes to the Bose speaker on the desk

It means there is no need to run audio cable or use bluetooth to connect to the Bose speaker. You just need to connect either the USB-C or the HDMI cable. Then the audio can be sent via the connections.

