



Town of Essex - Information Systems

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Title: TV's – Large Meeting Room

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Date: (revised Oct. 13 2022)

*****Please test your connection 15-20 minutes before your meeting*****

*****Please do not unplug anything (HDMI is an exception explained below)*****

*****Verify the HDMI cable is plugged into the dock*****

*****Please do not change the TV source from HDMI 2)*****

To utilize the webcam on the TV and the microphone bar mounted to the ceiling:

- You must plug the wire from the docking station on the table under the TV into your laptop. It's just like the one you may have at your desk.
- The webcam (top of TV) and microphone (on the ceiling) are wired into the dock.
- There is a wireless mouse and keyboard you can use to control your laptop while it's wired in on the table
- ******Normally, the HDMI cable should be plugged into the back of the dock. On rare occasions, the TV might flicker with a black screen. If that happens, unplug the HDMI cable only and plug it in directly to your laptop.
- ***Do not change the Input Source on the TV.***

Device sources in Teams or Zoom:

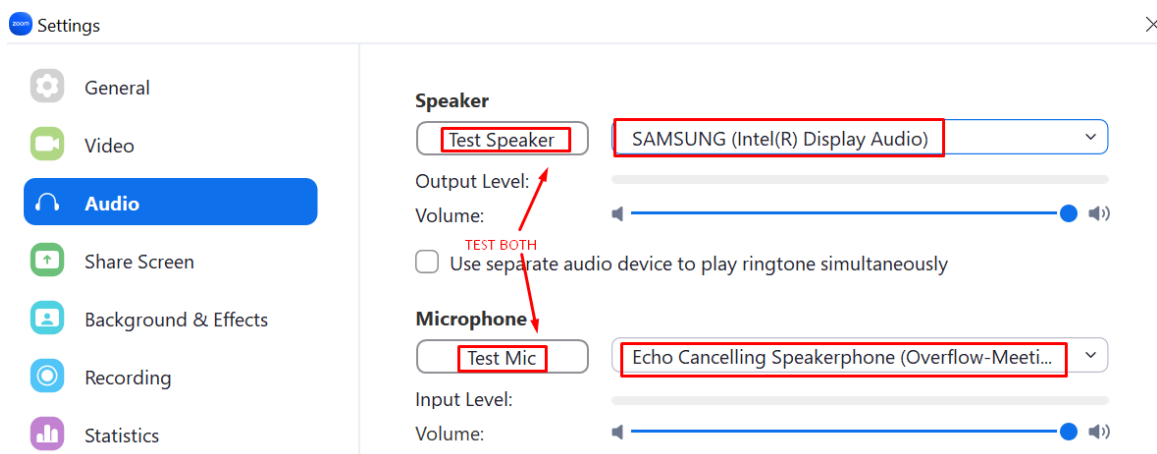
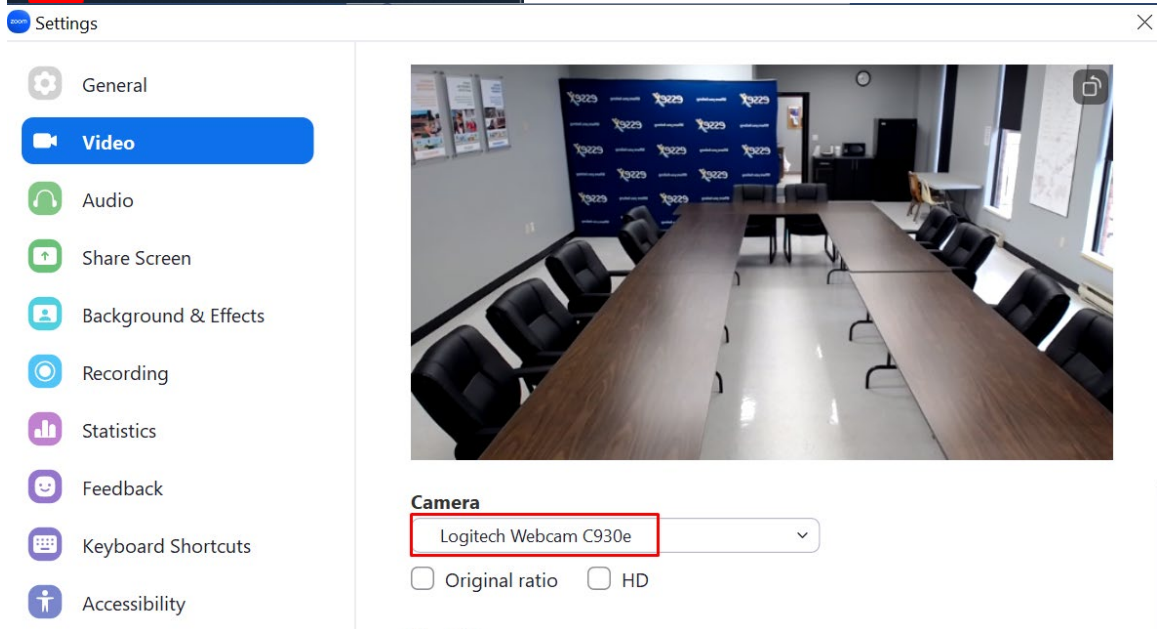
-Speaker: “SAMSUNG (Intel® Display Audio)”

-Mic: “Echo Cancelling Speakerphone (Overflow-Meeting-RM)”

-Camera: “Logitech C930e”

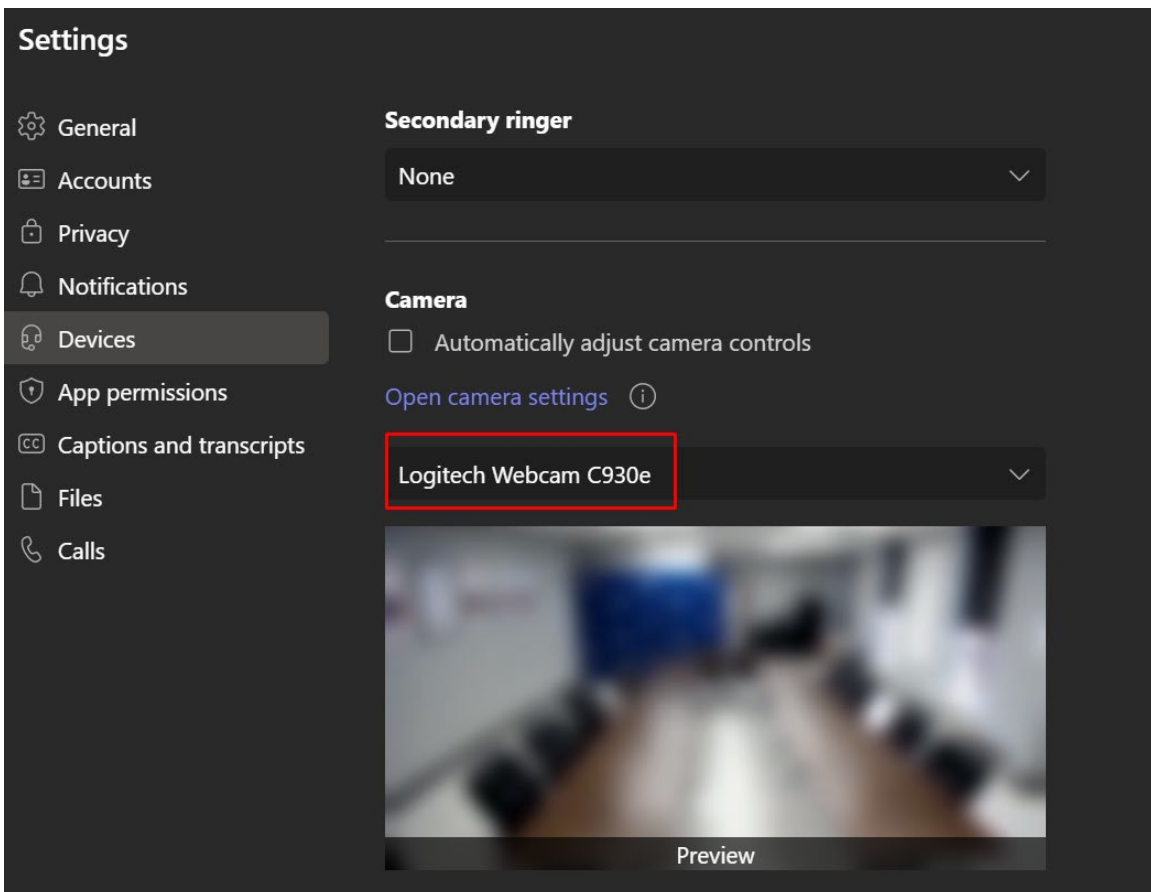
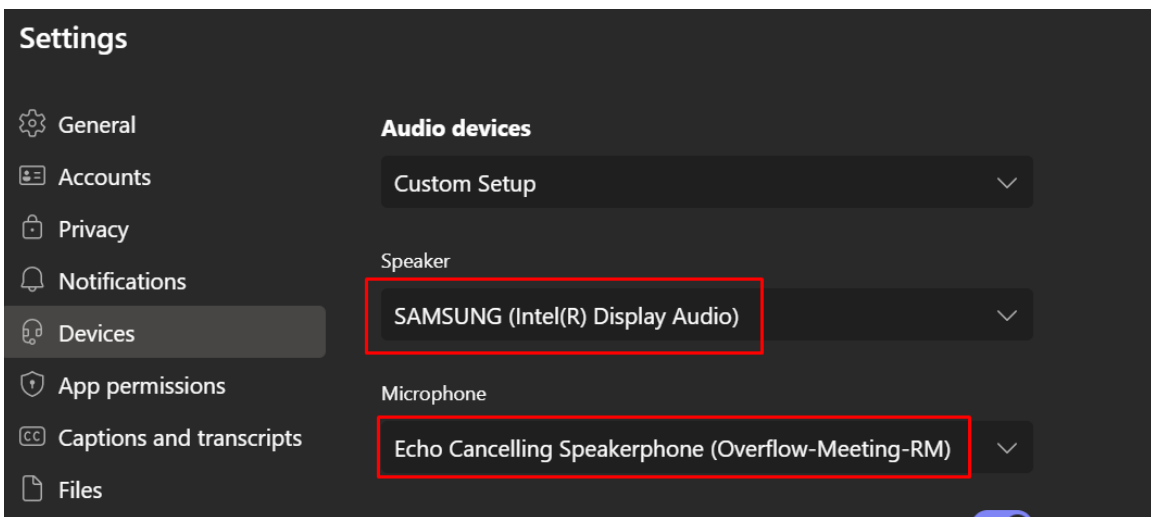
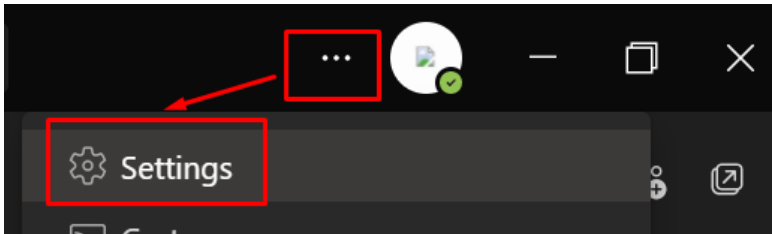
Zoom:

- Launch Zoom, no need to start a meeting to access settings.
- Right-click the **Zoom** icon in the bottom right corner of your screen and click **Settings**
- Under both **Video** and **Audio**, select the **devices** above.
- Click the **Test** buttons on **Mic** and **Speaker** and **verify**.



Teams:

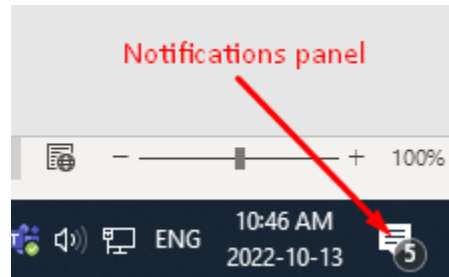
- In the Teams program, click the 3 dots at the top right.
- Click Settings.
- Click on Devices. Select the devices listed above.



Wireless Screen Share

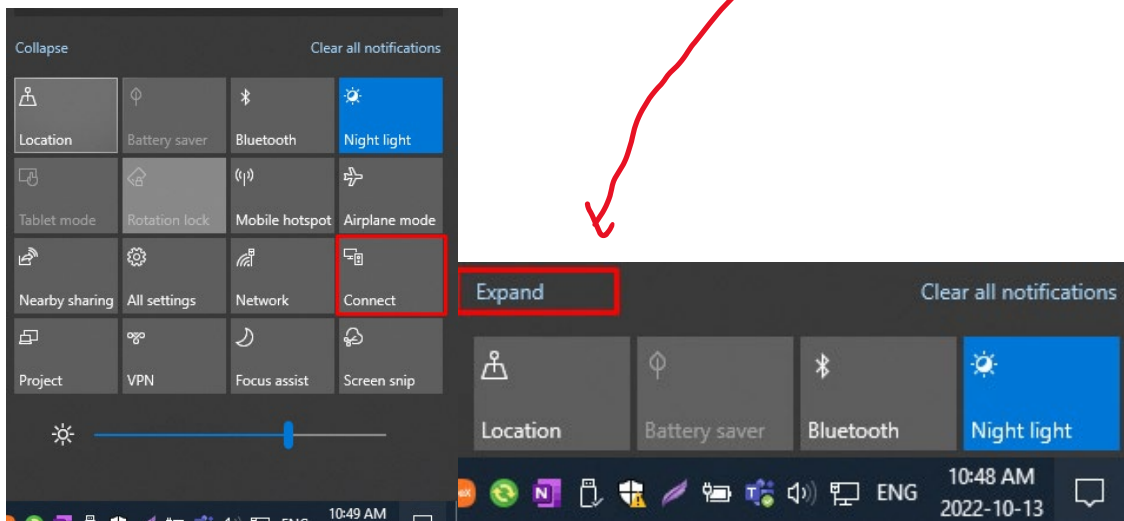
If you only want to present and have no need for the webcam and ceiling mic, you can do a wireless screen share.

Click on the **Notifications** Panel at the bottom right corner of your screen where the time is.

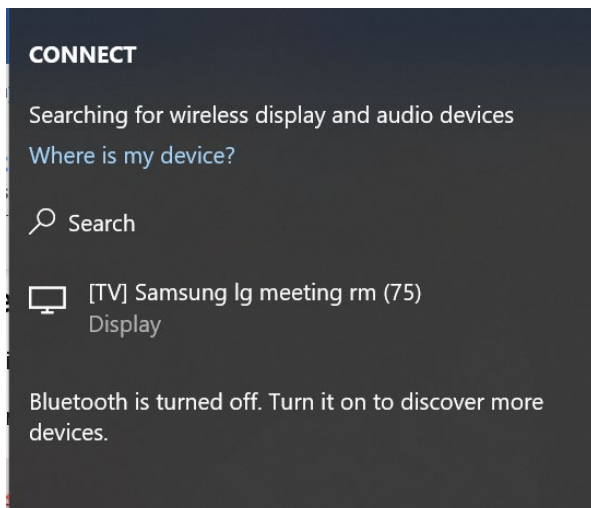


Click the **Connect** tile.

If you don't see the **Connect** tile, click **Expand**



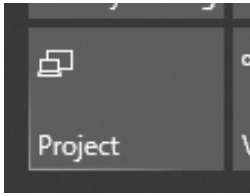
Select the **Samsung TV lg meeting rm (75)** in the list



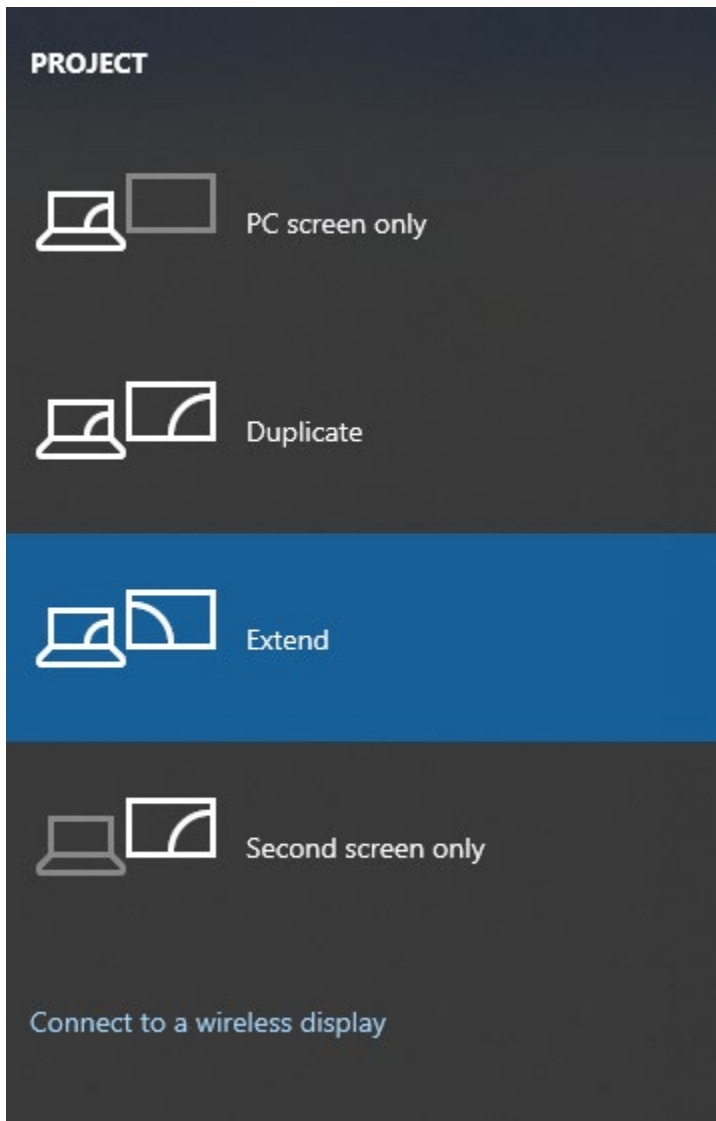
*You may need to select **“allow”** on the TV using the TV remote.

Change the presentation of screens

You can have the screen Duplicate or Extend your laptop to the TV. Click on the Project tile or press “win key + P”



Extend will make the TV like a second monitor that you can drag other programs to.



Please contact the IT department if you require assistance