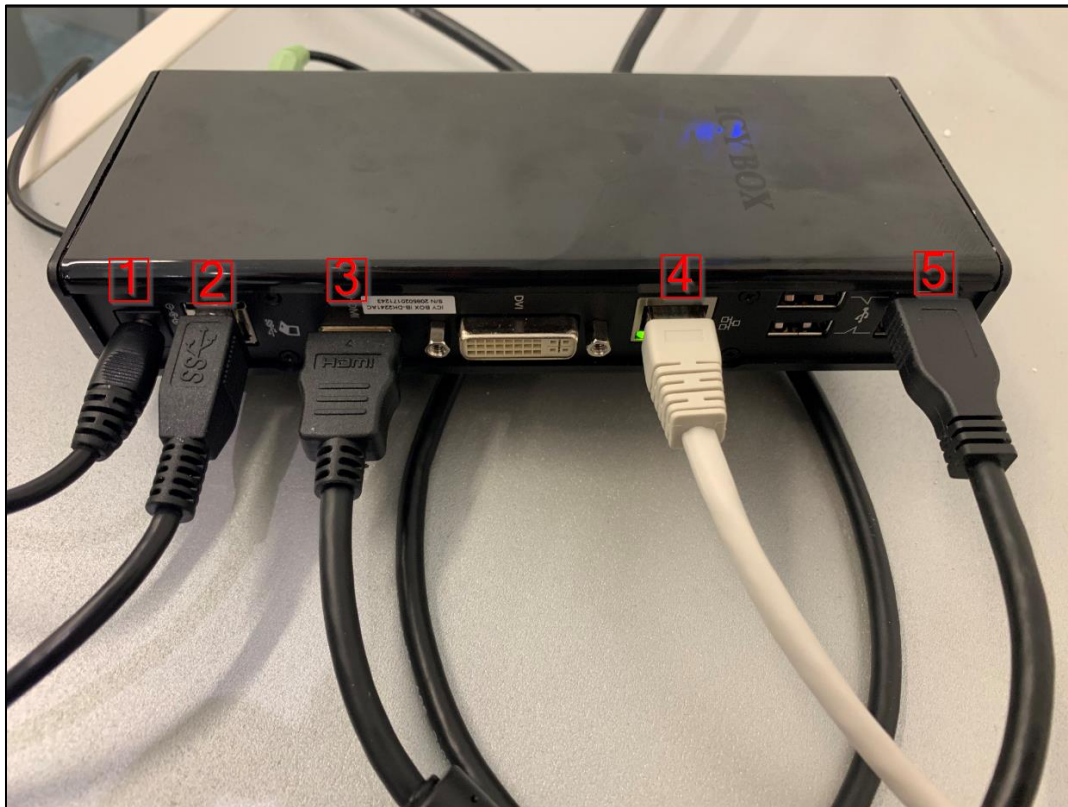


## In-class Docking Station – Back side



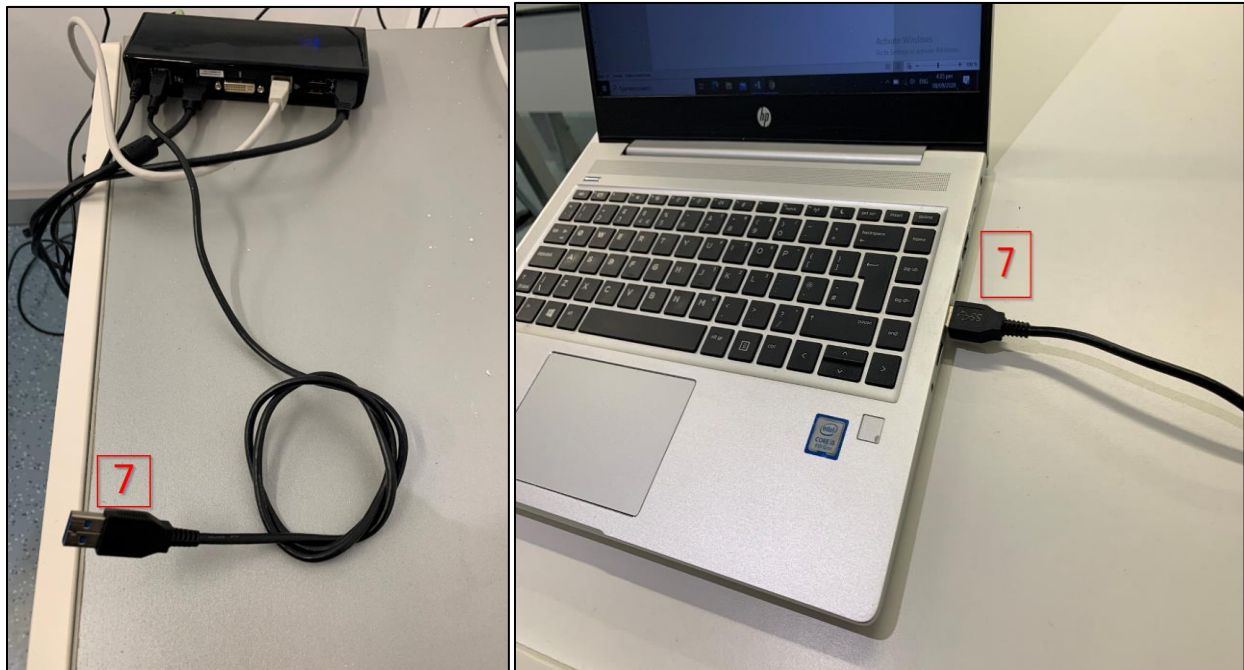
## In-class Docking Station – Front Side



Port Description		
1	Power Cable	Powers up the docking station
2	USB Type B	Connects to a laptop's USB cable
3	HDMI Cable	Connected to in-class projector
4	Ethernet Cable	Connected to in-class Ethernet port
5	Camera USB Cable	Connected to in-class roof camera
6	3.5mm audio jack	Connected to in-class speakers

### How to connect the docking station to a laptop

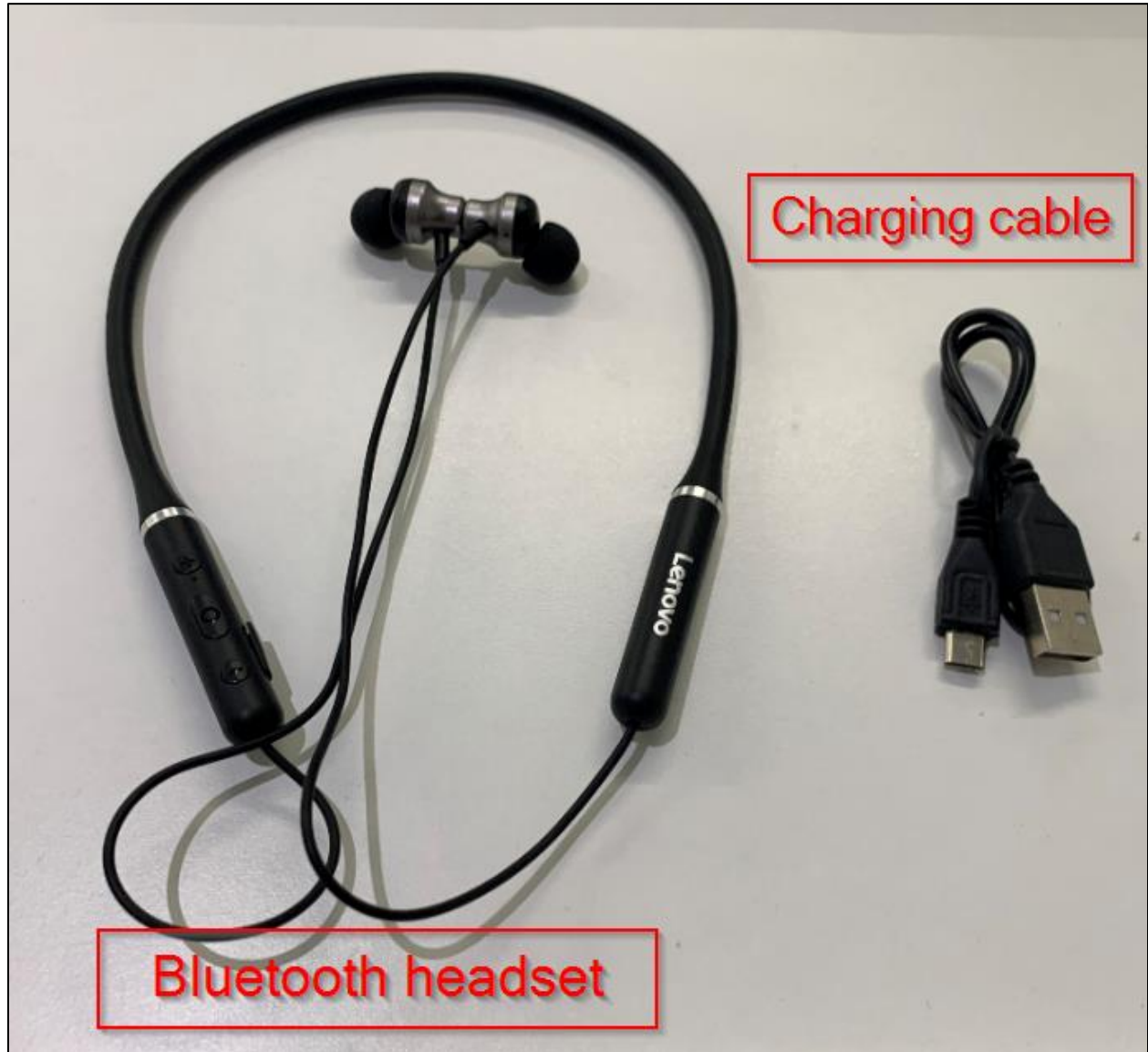
- Take the USB cable (7) coming from the docking station and plug it in a USB port on your laptop



- Wait a couple of minutes until the necessary drivers are installed on your laptop. This is only needed once.
- After that, you will have access to all the devices connected to the docking station. I.e. in-class camera, in-class projector, in-class speakers, internet connection.

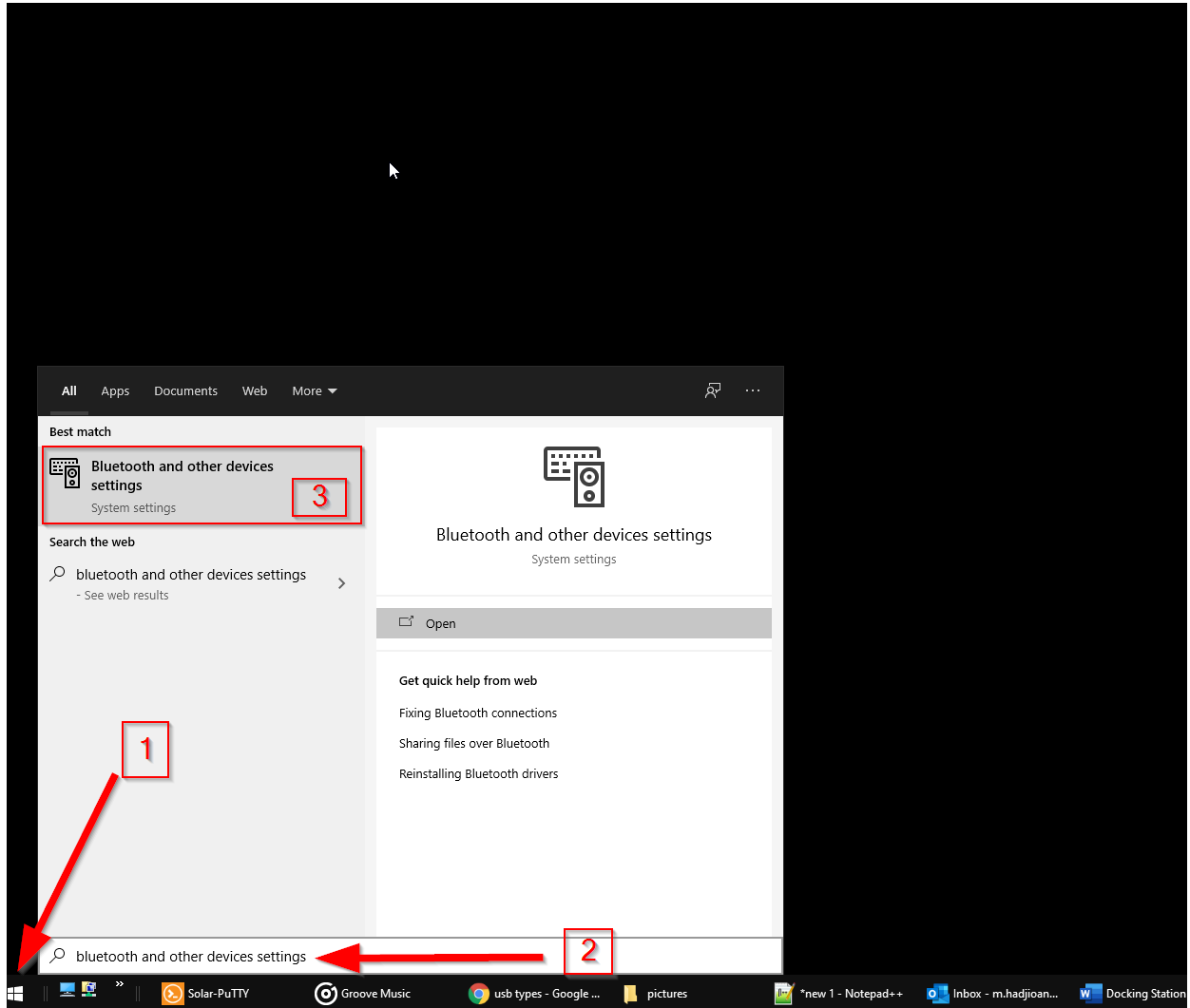
## **Bluetooth headset**

For the purposes on transmitting the in-class teaching online to any students who cannot physically attend class, you will be given the following Bluetooth headset.

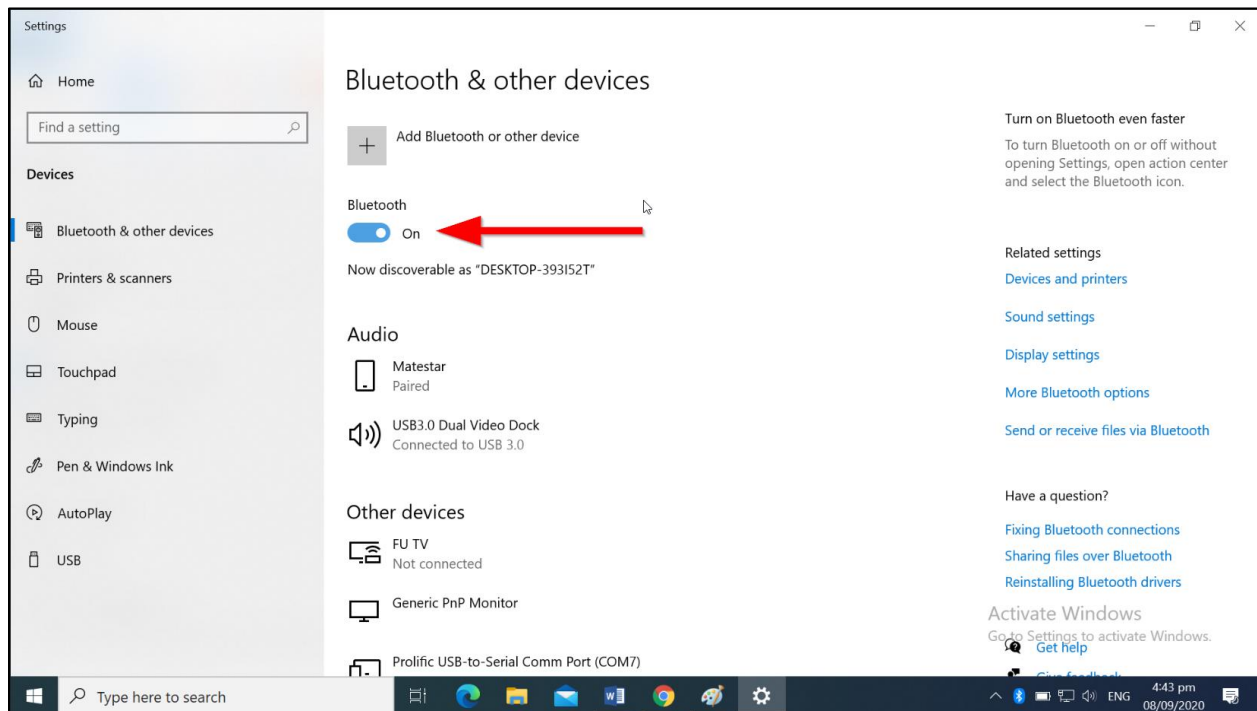


## Connecting the Bluetooth headset to your laptop

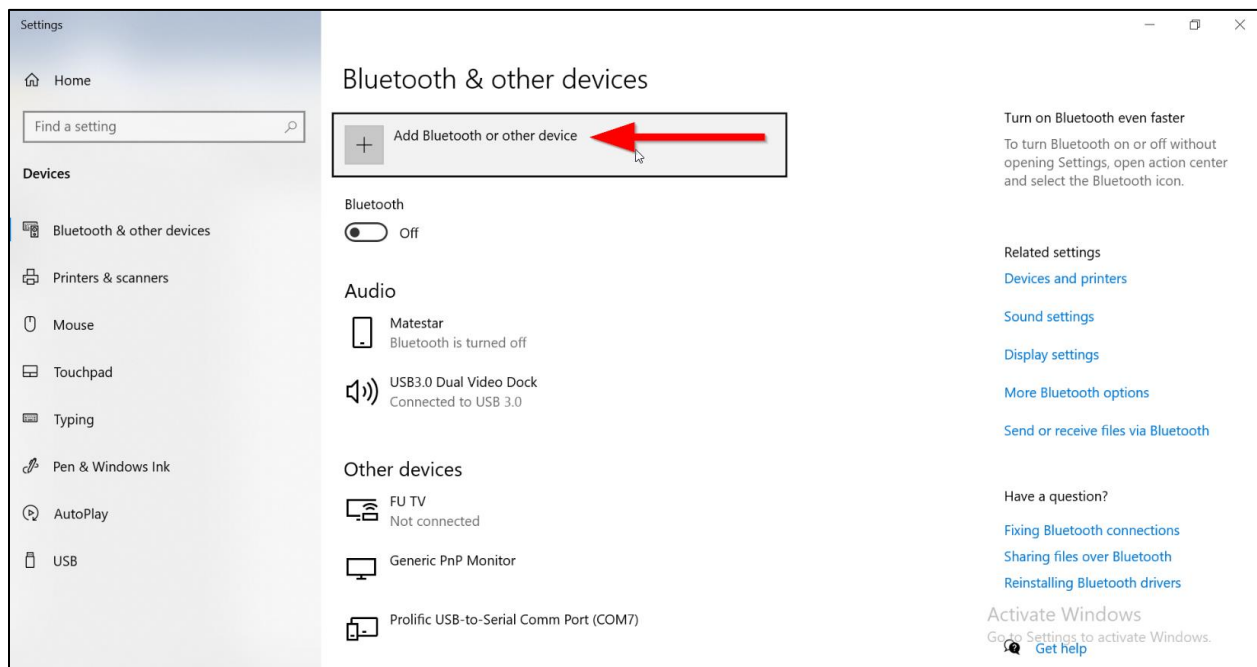
1. Press the start button (1), search for “Bluetooth and other devices settings” (2), and click on it (3)



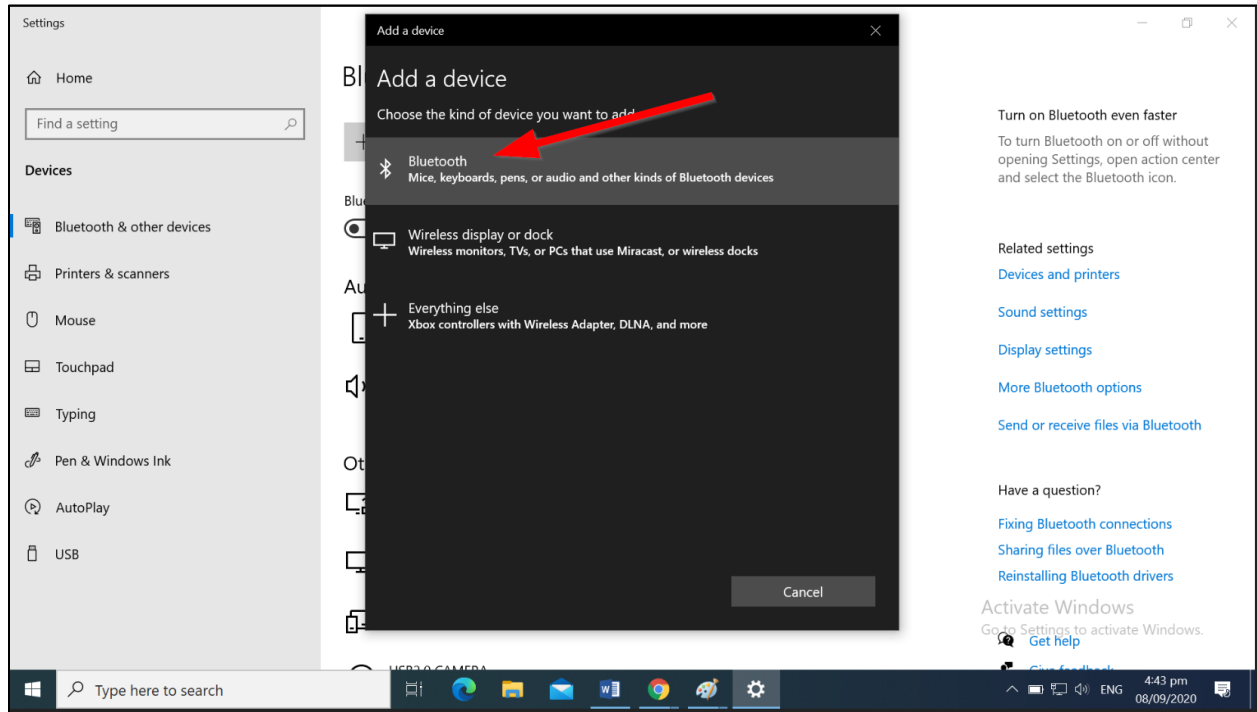
## 2. Make sure that Bluetooth is “ON”



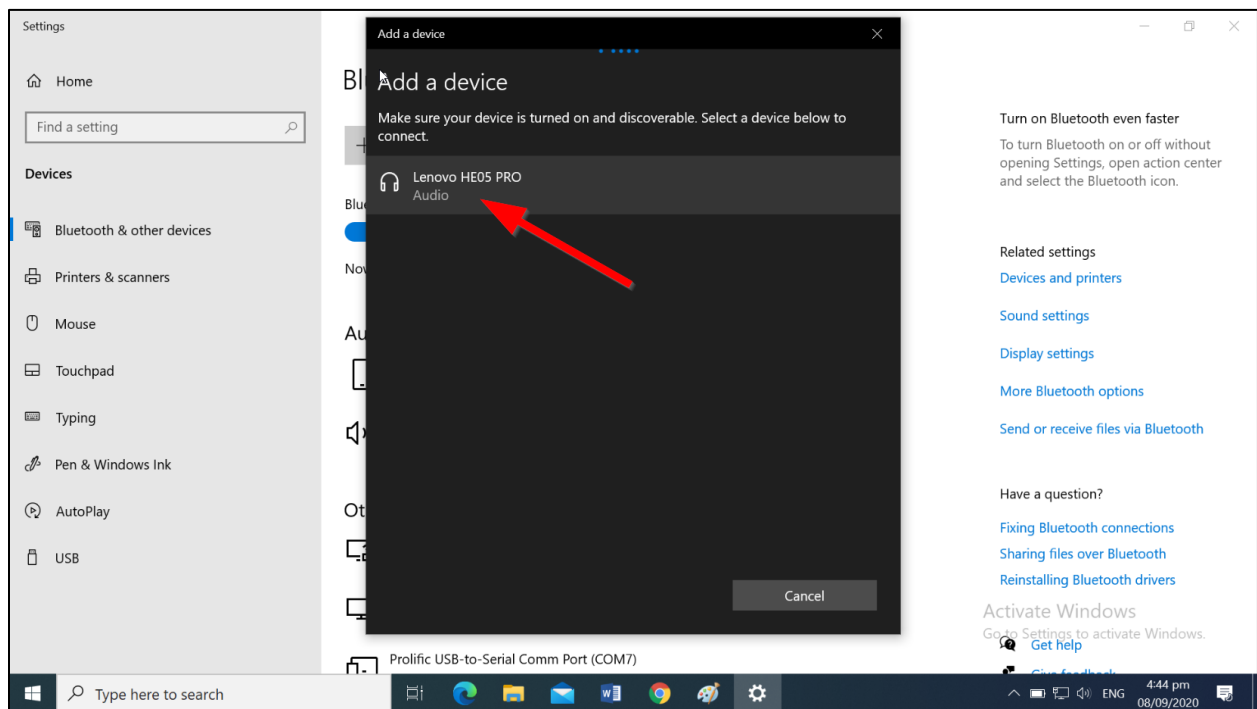
## 3. Click on “Add Bluetooth or other device”



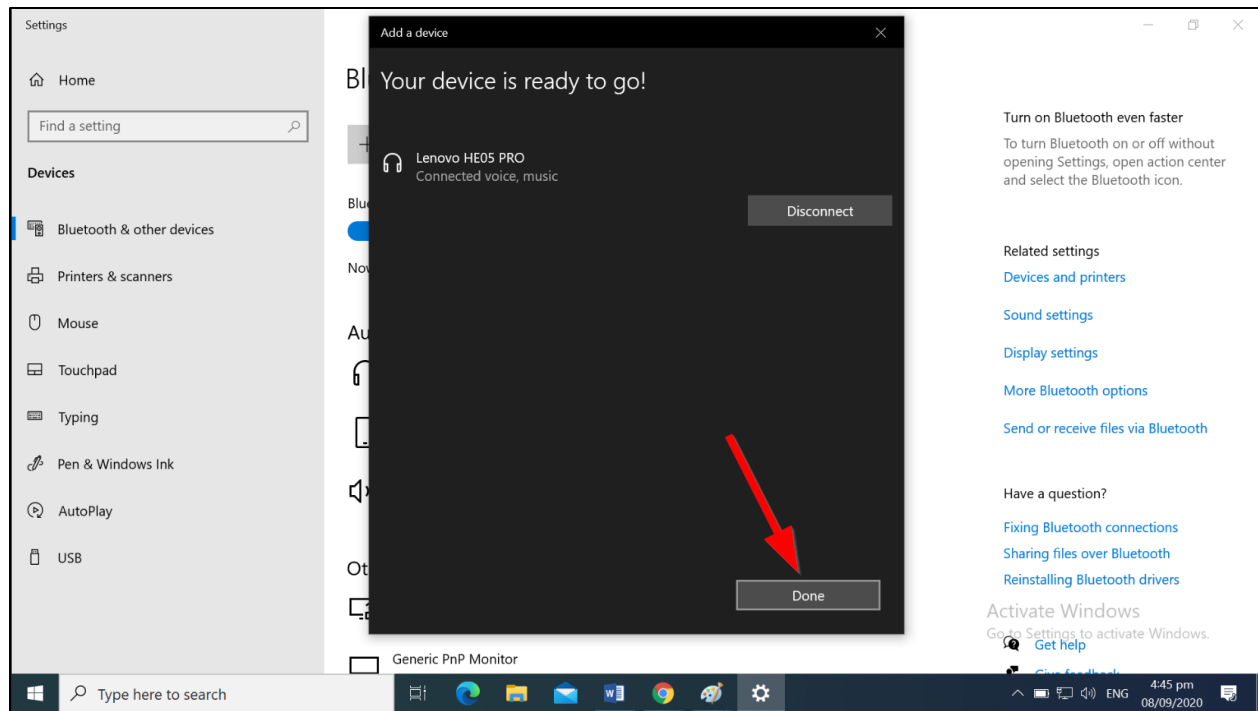
#### 4. Click on “Bluetooth”



#### 5. Select the “Lenovo HE05 PRO” Bluetooth headset and then on “Done”







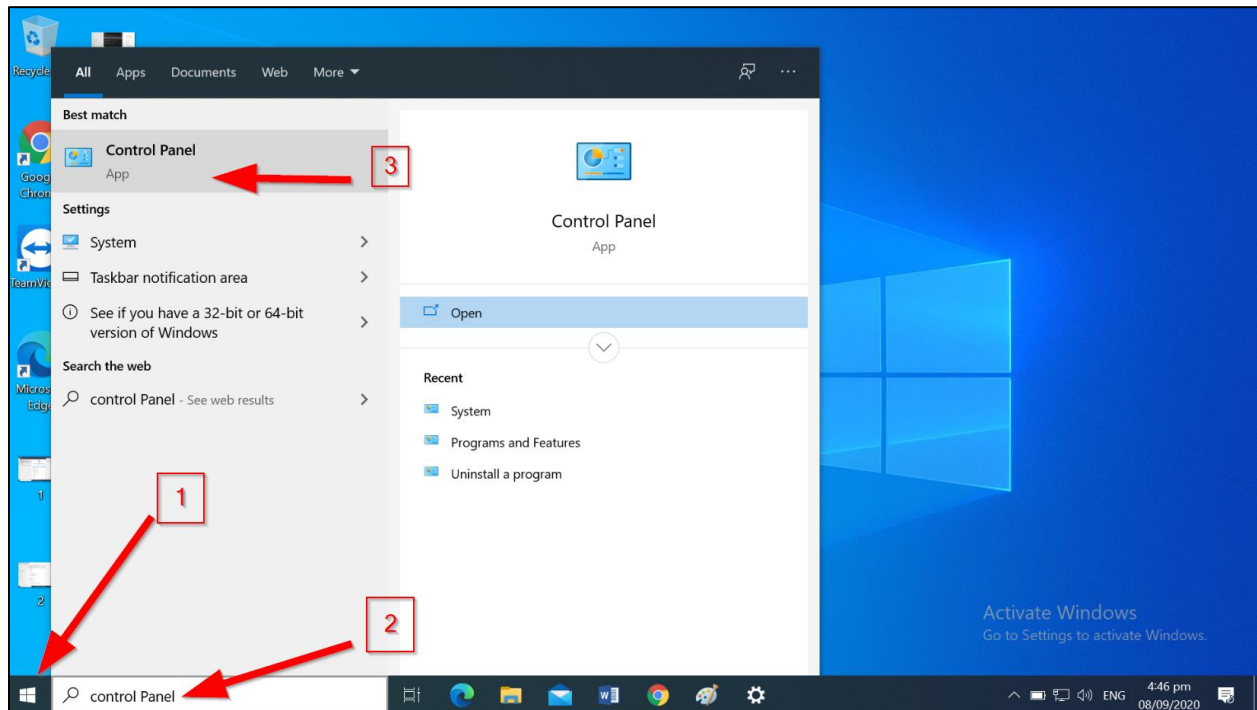
# Important

If everything is done correctly, you must now have access to the following hardware

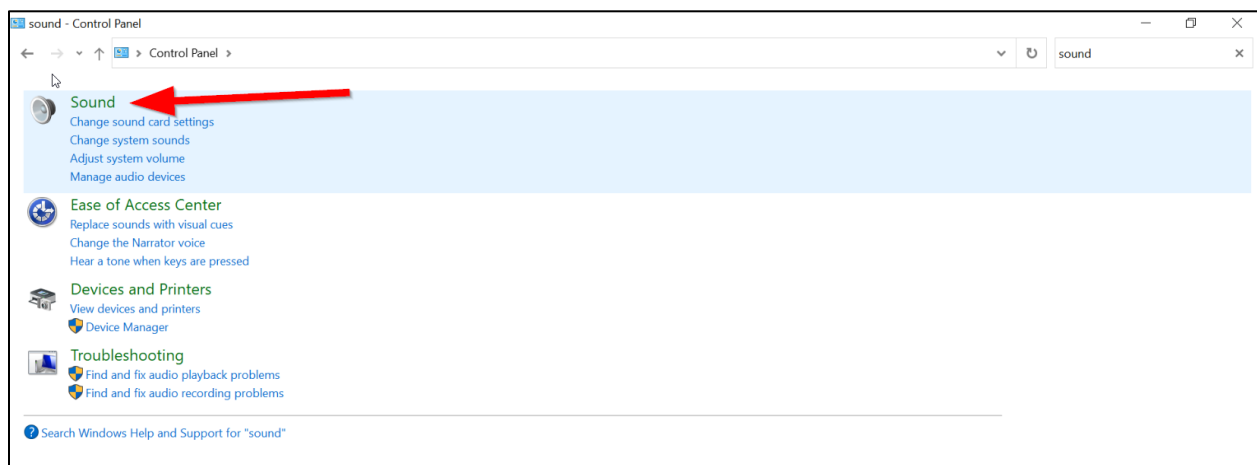
- **2x Cameras**
  - In-class camera
  - Laptop camera
- **2x Microphones**
  - Bluetooth microphone
  - Laptop microphone
- **2x Speakers**
  - In-class speakers
  - Laptop speakers

The following instructions describe how you can switch between each one of those pairs of devices.

- Click the start button (1) and in the search box (2) write “control panel” and click on it (3)



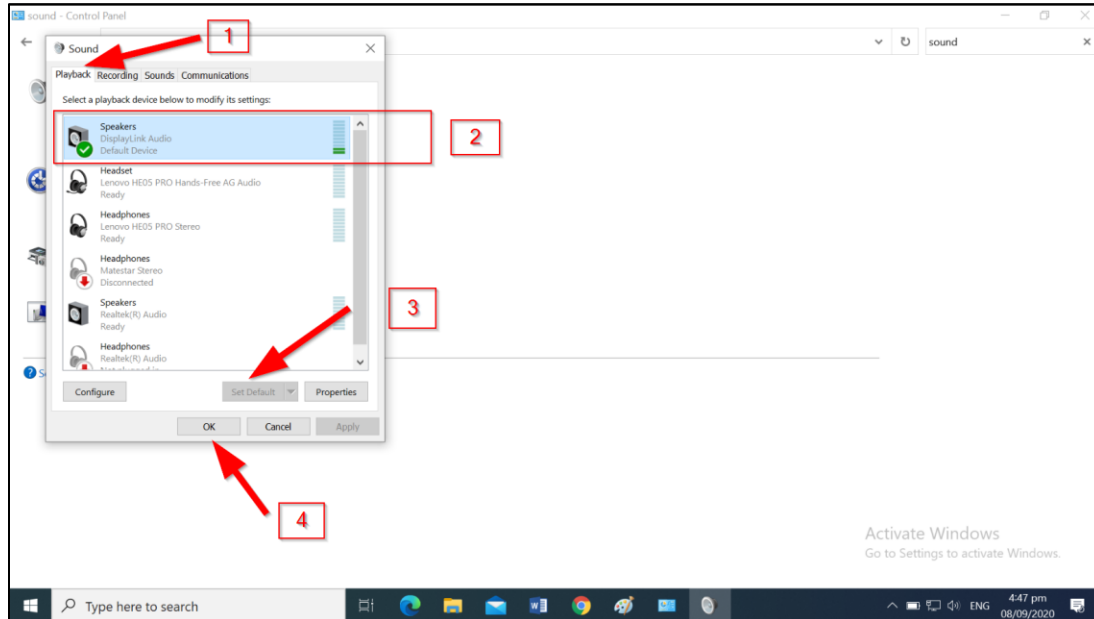
- Click on “Sound”





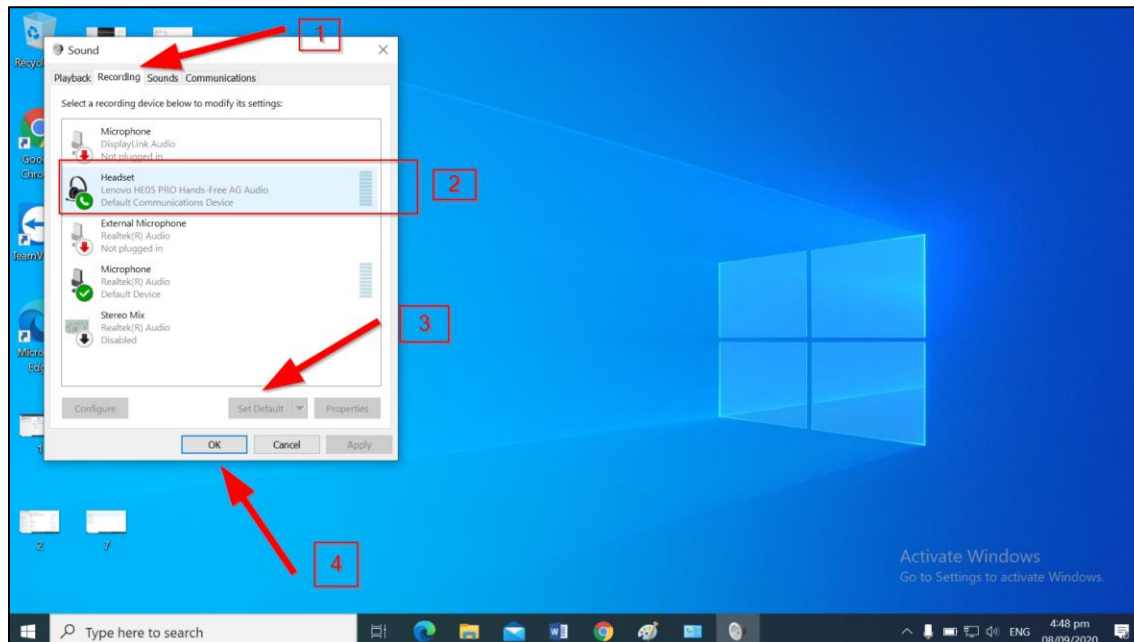
## Select Speakers

To select between the various speakers which are connected to your PC, click on “Playback” (1), select the in-class speakers (2), click on “Set Default” (3) and then click “OK” (4).



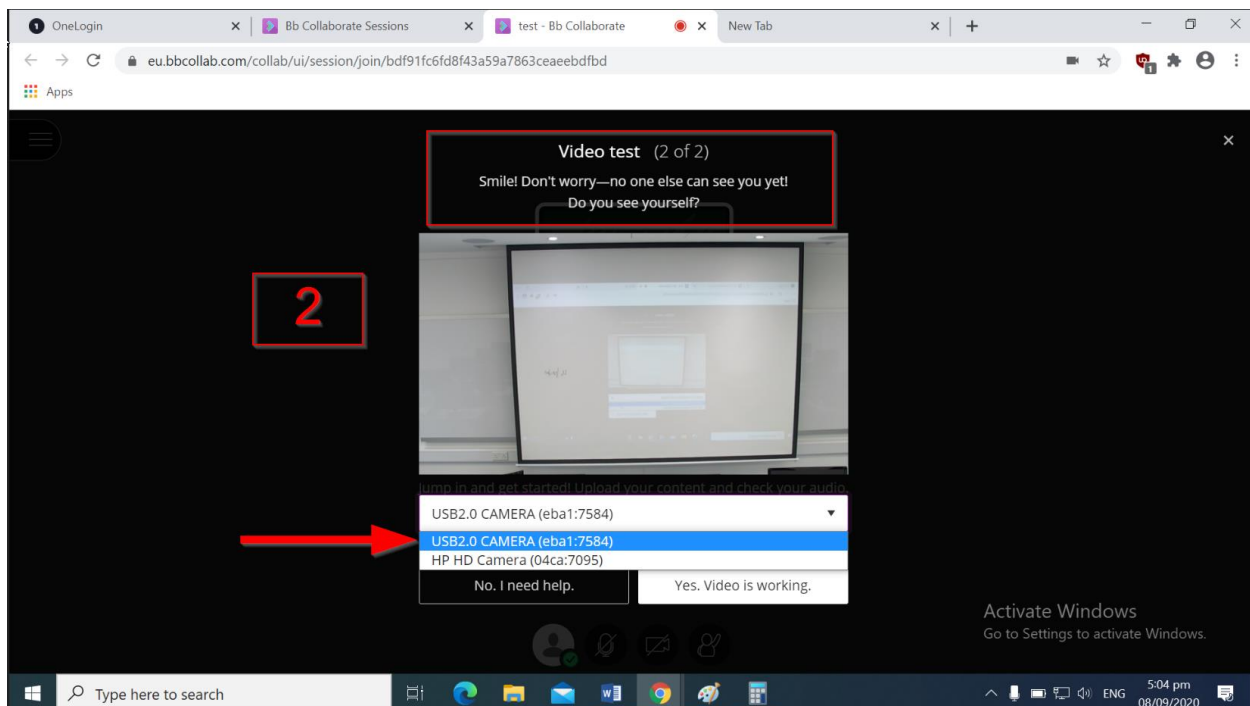
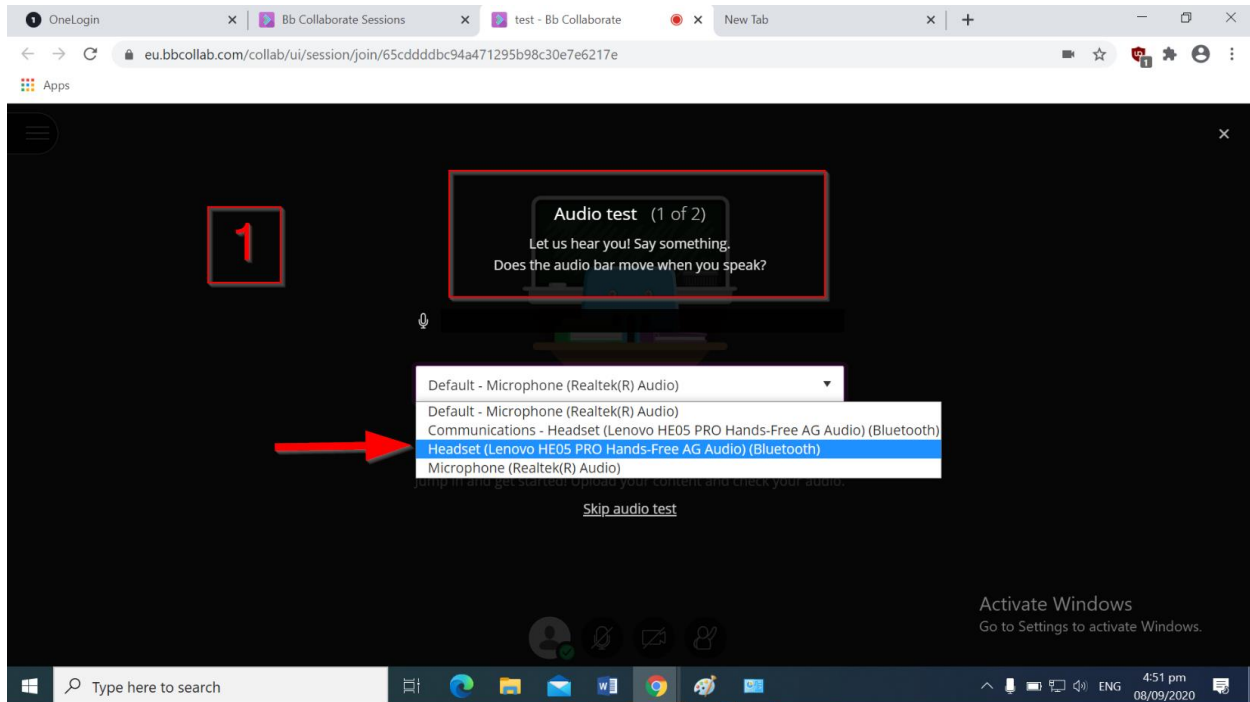
## Select Microphone

To select the Lenovo microphone, click on “Recording” (1), select the Lenovo microphone (2), click on “Set Default” (3) and then click “OK” (4).



## Connecting your devices to Blackboard Collaborate

When you connect to Blackboard collaborate, during the audio test (1) and camera (2), make sure you select the Lenovo microphone and the in-class camera.



You can change those settings again from within the Blackboard collaborate interface if you like.

- Click on the purple icon on the bottom right corner of the screen
- Select the “Set up your camera and microphone” option

