

Anker Speaker/Mic – Equipment Setup

ASHRAE is providing speaker/mic combo unit in meetings rooms to be used for hybrid meetings. This will provide better sound to the room and better microphone pickup for remote listeners than using the built-in laptop speakers and mic. This unit will be dropped off in meeting rooms first thing in the morning.

Contents of package

- Anker speaker/mic device
- USB-C to USB-A adapter



Equipment Setup in Room

1. Connect the Anker unit to the computer with the USB cable using the USB-C connection (plugs in where your docking station attaches) or attach the adapter and plug into a standard USB port.
2. Right-click on Start and choose Settings. Then click on System
3. Login to your Webex account per the instructions sent by ASHRAE Meetings Staff and start the meeting. The Anker PowerConf S330 should be set as your microphone and speaker.
4. Find your meeting in the list and click on Start to begin the meeting.
5. Adjust volume using the volume buttons on the Anker unit or the sound controls on the laptop as needed.

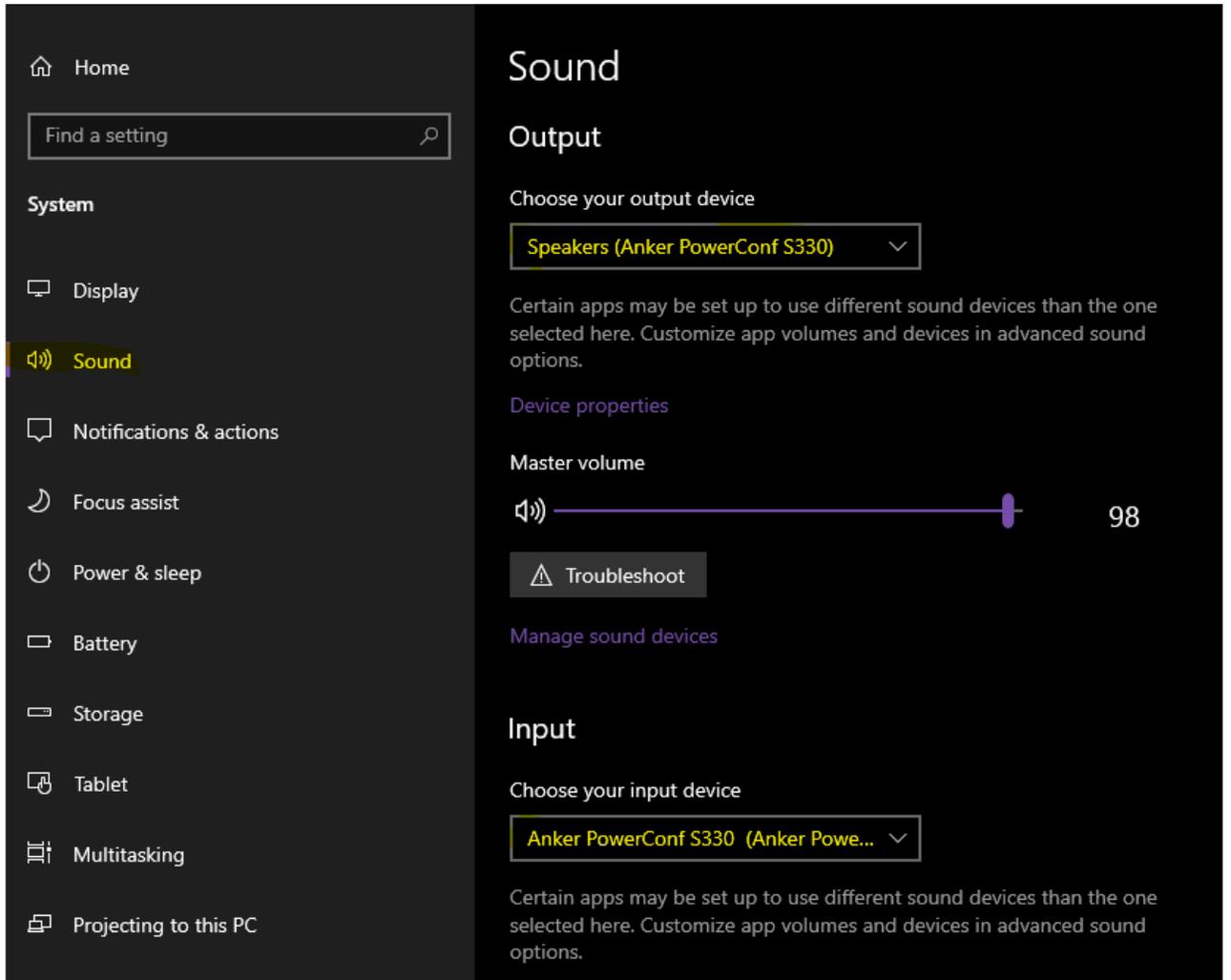
Troubleshooting

- Call ASHRAE IT for assistance at 678-539-2108
- They can provide help on ASHRAE provided equipment.
- If you are using equipment not provided by ASHRAE, they may not be able help.

Troubleshoot Speaker or Microphone Setup

The Anker unit needs to be the default microphone of the laptop or else the laptop may use its own built-in device, which is not nearly as good. To confirm the Revolabs box is the default, please follow these steps:

1. Plug the microphone into power and into the computer – the computer can be powered on or powered off.
2. Right-click on the Start button > click on Settings > click on System > click on Sound.
3. Once you launch the sound configuration menu, make sure the Anker PowerConf S330 is the default Input device as seen in the screen shot.



4. Make sure on that the Anker PowerConf S330 is the default Output device.
5. Connect to Webex
6. In Webex settings, make sure Anker is selected as Microphone
7. In Webex settings, make sure Anker is selected as Sound/Speakers or Playback device.

Contact ASHRAE IT at 678.539.2108 with any questions.