

IMPORTANT:
Go to www.extron.com for the complete user guide, installation instructions, and specifications before connecting the product to the power source.

The MediaPort 300 is an HDMI and audio to USB scaling bridge that interfaces between pro AV equipment and computer-based video conferencing and recording software. Incoming HDMI video is scaled and output via USB to a host computer. Bi-directional audio is supported over the USB bus, including one stereo pair from the PC for application playback and far-end communication audio, and one stereo pair to the PC for near-end local audio to be sent to the far end. Setup and control are available via a front panel USB-C Configuration port and a rear panel Ethernet port. Simple Instruction Set (SIS™) commands and the Windows®-based Extron Product Configuration Software (PCS) simplify initial configuration and real-time control. The 1-inch (2.54 cm) high, half rack wide, 6 inches (15.24 cm) deep enclosure can be optionally mounted to a rack shelf, or under or through furniture.

Installation

Step 1 – Mounting

Turn off or disconnect all equipment power sources and mount the MediaPort 300 as required.

Step 2 – Rear Panel Connections

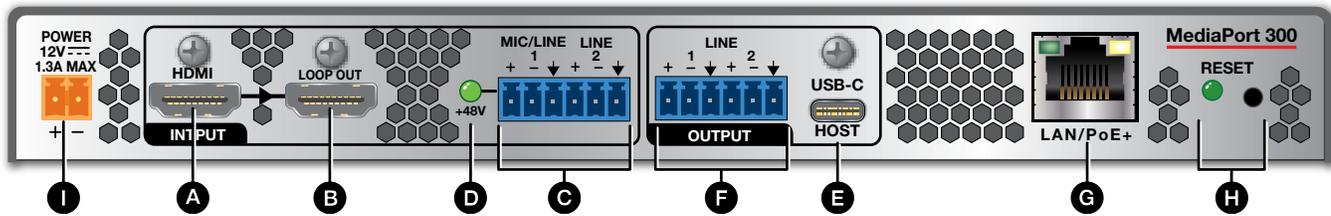


Figure 1. MediaPort 300 Rear Panel Features

- A HDMI video input connector** — Connect an HDMI video source to this HDMI input connector.
- B HDMI video loop out connector** — (Optional) Connect a local HDMI monitor (or a DVI monitor, with an appropriate adapter) or a video conferencing hardware device to the HDMI Loop Out connector.

NOTE: See [LockIt® Lacing Brackets](#) on page 4 to secure the HDMI cables to **A** and **B** and a USB type C cable to **E**.

- C Mic/Line input port** — Connect one of the following to this connector (see [Analog audio input connector](#) on page 4).
 - One analog balanced or unbalanced microphone input source or mono input source
 - One analog balanced or unbalanced, line-level, mono input source

NOTE: The Phantom Power LED, **D**, lights when 48 V phantom power is supplied for the Mic/Line audio input.

- E USB Host connector** — Connect a USB type C cable from this port to an appropriate USB port of a of a USB host device, such as a PC or Mac for video and audio input and output. The front panel USB Host LED lights when this connection is made.

NOTE: Ensure that the USB host and USB-C cable support USB 3.x, otherwise the supported USB video resolutions are severely limited.

- F Line level audio output connector** — Connect an amplifier or other device to the 6-pole captive screw Line output connector for balanced or unbalanced, stereo or dual mono, analog output (see [Line level audio output connector](#) on page 4).
- G LAN/PoE+ connector** — Connect an Ethernet cable between this port and the network to configure and control the MediaPort from a remote location using SIS commands, the Product Configuration Software (PCS), or the embedded web page. This port can also receive Power over Ethernet (PoE+) to power the MediaPort 300 (see [Power](#) on page 2 for power options).
- H Reset button and LED** — This button initiates three modes of reset (see the *MediaPort 300 User Guide*, at www.extron.com).
- I Power connector** — Plug the included external 12 VDC power supply into this 2-pole connector (see [Power](#) for power options).

NOTE: Alternatively, the MediaPort 300 can be powered via PoE+.

MediaPort 300 • Setup Guide (Continued)

Step 3 – Front Panel Configuration Port Connection

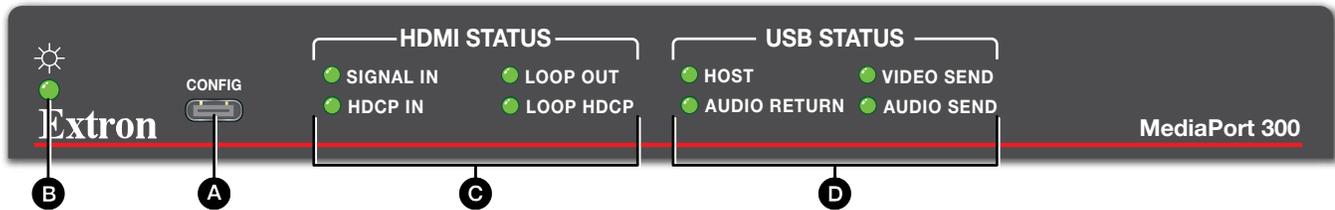


Figure 2. MediaPort 300 Front Panel Features

- A Configuration port** — Connect a PC to the MediaPort 300 via this front panel USB-C connector to configure the unit via PCS, SIS, and Toolbelt and for firmware updates.

NOTE: The Configuration port supports TCP/IP connections with a fixed IP address of 203.0.113.22.

Indicators

- B Power LED** — Indicates power and startup status, as follows:
- **Lit steadily** — The unit is receiving power, either locally or remotely (via PoE+), and is operational.
- C HDMI Status LEDs** —
- **Signal In** — An active HDMI input signal is present.
 - **HDCP In** — An HDCP encrypted input signal is being received.
 - **Loop Out** — Video is passing to a sink connected to the HDMI loop out connector.
 - **Loop HDCP** — The signal out of the HDMI loop out is HDCP encrypted.
- D USB Status LEDs** — Indicates the status of the USB stream, as follows:
- **Host** —
 - **Lit steadily** — The MediaPort 300 is connected to an active USB host.
 - **Blinking** — The USB host connection is suspended.
 - **Unlit** — No USB host connection detected.
 - **Audio Return** — **Lit steadily** indicates that audio is being returned from the USB host.
 - **Video Send** — **Lit indicates** that video is being output to the USB host.
 - **Audio Send** — **Lit indicates** that audio is being output to the USB host.

Operation

Power

The MediaPort 300 can be powered in either of two ways:

- Locally, from the included external 12 VDC power supply and via the power connector (see [figure 1](#), **I** on page 1).
- Remotely, receiving PoE+ via the LAN/PoE+ port (see **G**), either from the network switch or from an optional PI 140 Power Injector.

When power is applied, the MediaPort 300 runs a series of self-tests that cycle through all front panel LED indicators. The MediaPort 300 then starts up. It can take approximately 30 seconds for self-test and system startup to complete.

Configuring the MediaPort 300

The MediaPort 300 can be configured through a host connected to the LAN or the front panel USB-C Config port using Extron PCS, the embedded HTML pages, or using SIS commands (see the *MediaPort 300 User Guide* at www.extron.com for more information).

ATTENTION:

- Do not power on the MediaPort 300 until you have read the ATTENTION in the “Power Supply” section of the *MediaPort 300 User Guide*.
- Ne branchez pas le MediaPort 300 avant d’avoir lu la mise en garde dans la section « sources d’alimentation » du *MediaPort 300 User Guide*.

MediaPort 300 USB Enumeration

The host PC or Mac detects the MediaPort 300 and installs generic USB UVC (universal video codec) and UAC (universal audio codec) drivers, a process known as “enumerating”.

By default the MediaPort 300 enumerates as a generic webcam plus a non-echo cancelling speakerphone. Via Extron PCS or SIS command the MediaPort can alternatively be configured to enumerate as a speakerphone with echo cancellation (if using an external digital Signal Processor [DSP]), or can be configured to enumerate as only a video or only an audio device.

Configure Windows for the MediaPort 300 as follows:

1. Connect a USB-C cable from the MediaPort 300 rear panel USB-C port to a USB port on a Windows PC. The required drivers install automatically. A message at the PC notifies you when driver installation is complete.
2. On the Microsoft® Windows taskbar, right-click on the speaker icon (see figure 3, ❶) and select **Open Sound Settings** (❷).
3. In the Sound Settings window click the **Sound Control Panel** link in the right-hand column. The Sound dialog box opens, displaying the Playback control panel (see figure 4).
4. Right-click **Speakerphone Extron MediaPort 300**, (see figure 4, ❶) and select **Set as Default Device** (❷) from the drop-down list.
5. Click the **Recording** tab in the Sound dialog box (see ❸). The Recording control panel opens (see figure 5).

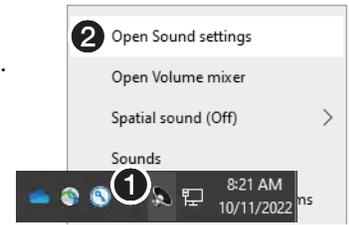


Figure 3. Speaker Pop-up Menu

Related Settings
Bluetooth and other devices
❶ Sound Control Panel

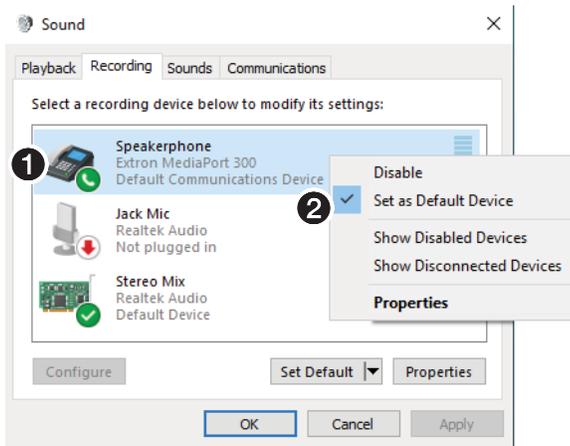


Figure 5. Sound Window, Recording

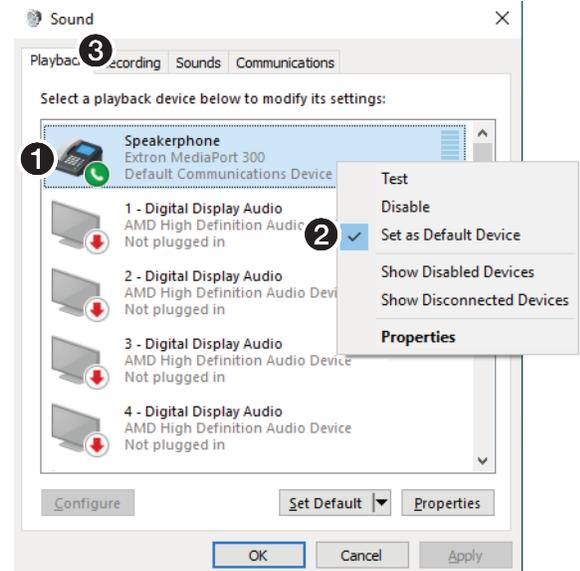
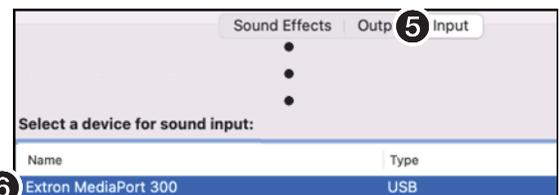
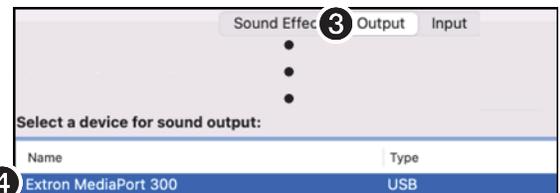
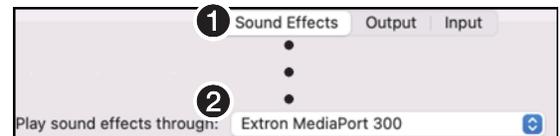


Figure 4. Sound Window, Playback

6. Right-click **Speakerphone Extron MediaPort 300**, (see figure 5, ❶) and select **Set as Default Device** from the drop-down list (❷).

Configuring macOS® for MediaPort 300

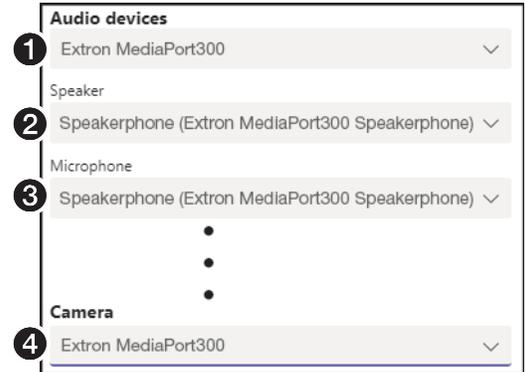
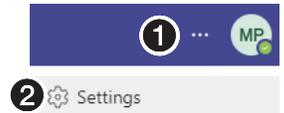
1. Connect a USB-C cable from the MediaPort 300 rear panel USB Host port to a USB port on a computer running macOS. The required drivers install automatically. A message notifies you when driver installation is complete.
2. On the computer, click **System Preferences > Sound**.
3. If necessary, click the **Sound Effects** tab (see ❶, at far right).  > 
4. Click **Extron MediaPort 300** from the Play sound effects through drop-down list (❷).
5. Click the **Output** tab (❸).
6. Click **Extron MediaPort 300** from the Select a device for sound output list (❹).
7. Click the **Input** tab (❺).
8. Click **Extron MediaPort 300** from the Select a device for sound input drop-down list (❻).



Configuring Microsoft Teams for MediaPort 300

The Teams app requires assigning audio input and outputs and allows assigning an optional camera. Configure Teams to function properly with the MediaPort 300 as follows:

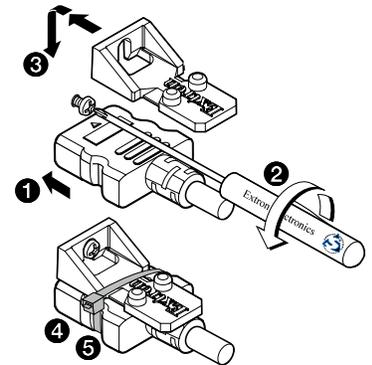
1. Start the Teams application. Click on the three dots (...) next to the Teams user icon (1).
2. Click **Settings** (2). The Settings window opens.
3. Click **Devices** on the left side of the window.
4. Click the Audio devices drop-down list to select **Extron MediaPort300** (1).
5. If not automatically selected, click the Speaker drop-down list to select **Speakerphone (Extron MediaPort300 Speakerphone)** (2).
6. If not automatically selected, click the microphone drop-down list to select **Speakerphone (Extron MediaPort300 Speakerphone)** (3).
7. If video (camera or content) from the MediaPort is to be used in Teams, click the Camera drop-down list and select **Extron MediaPort300** (4).
8. Click X on the top right corner to exit the Settings window.



Connection Details

LockIt® Lacing Brackets

1. Plug the HDMI or USB-C cable into the panel connection (see 1, at right for an HDMI example).
2. Loosen the connection mounting screw from the panel enough to allow the LockIt lacing bracket to be placed over it (2). The screw does not have to be removed.
3. Place the LockIt lacing bracket on the screw and against the connector (3), then tighten the screw to secure the bracket.

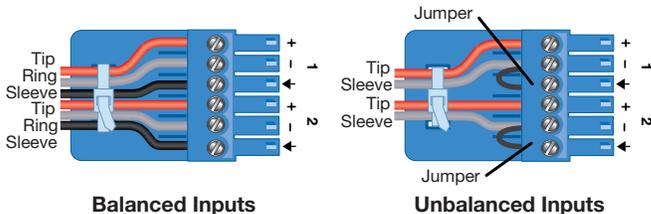


ATTENTION:

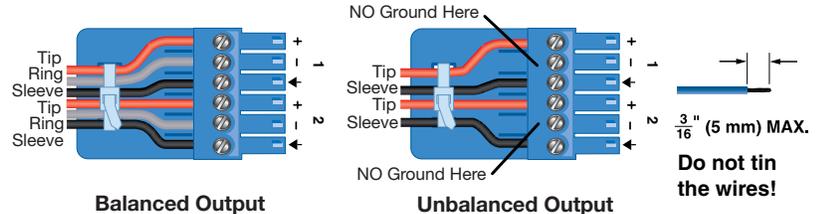
- Do not overtighten the connector mounting screw. The shield it fastens to is very thin and can easily be stripped.
- Ne serrez pas trop la vis de montage du connecteur. Le blindage auquel elle est attachée est très fin et peut facilement être dénudé.

4. Loosely place the included tie wrap around the connector and the LockIt lacing bracket as shown (4).
5. While holding the connector securely against the lacing bracket, use pliers to tighten the tie wrap, then remove any excess length (5).

Analog audio input connector



Line level audio output connector



For information on safety guidelines, regulatory compliances, EMI/EMF compatibility, accessibility, and related topics, see the [Extron Safety and Regulatory Compliance Guide](#) on the Extron website.