Step Instructions   <u>Updated 7 June 2019</u>
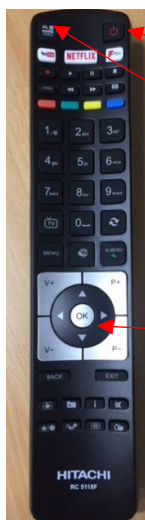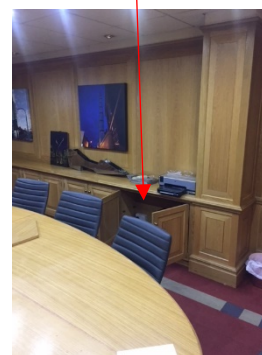
Ensure the television is powered on. The red led on the bottom of the TV should be on. This denotes 'Standby'.

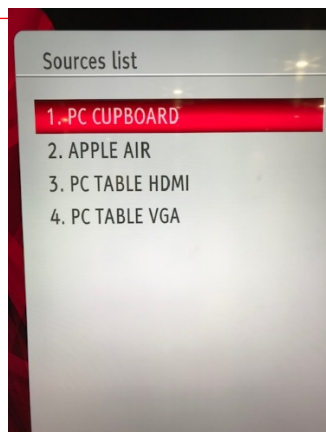The television will start in standby mode

If using the PC to present, press the power on button on the front of the PC. That is in the side cupboard.

Press the power button on the remote control.

Press the source button to change the connection type.

The following menu is displayed. Use the up and down arrows to select your desired source and press OK

1. **PC Cupboard** (PC at the side cupboard of the room)
2. **Reserved** (Wireless Casting/Screen Mirroring from an iPhone or iPad see instructions on page 3)
3. **PC Table HDMI** (PC/Laptop HDMI cable from the Table) *
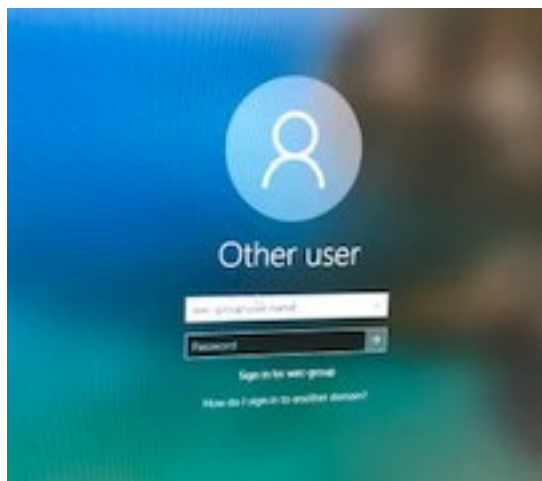4. **PC Table VGA**   (PC/Laptop VGA cable from the Table)   *

To adjust the **volume** of the television – use the v+ or v- on the remote control.

PC Cupboard

You can logon to the PC using your normal username and password. If using it for the first time it may take an extra 10 minutes whilst it sets up your profile on the PC.

You can access your network shares and databases as normal.

If you are visiting from another site you need to add your Domain name before your username.
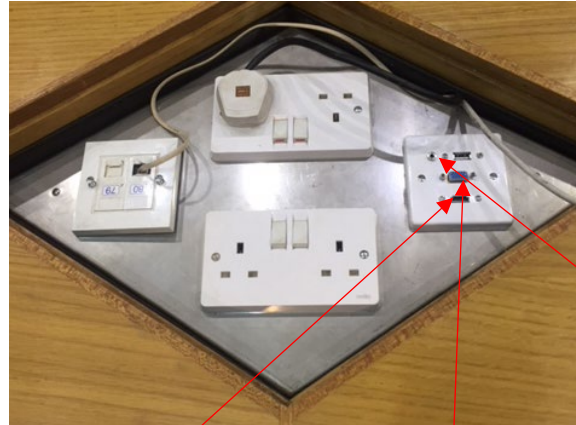
WECMACH\user.name

5750COMP\user.name

WECJET\user.name

HTA\user.name

SHERBURN\user.name

WEC-GROUP\user.name

* The cables to run the presentation from the desk are stored in the cupboard with the PC.

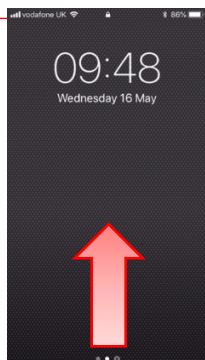| HDMI (includes Sound) | VGA | Sound (if using VGA) |

VGA

The television will automatically power off if no input is detected after 2 minutes.

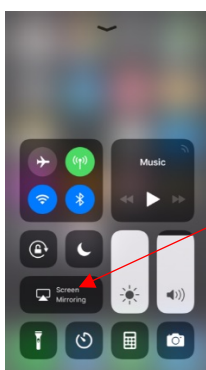The television will automatically power off after 4 hours.

When your presentation is finished, out of courtesy for the next user change the source to PC-Front and press the power button the television remote control.

APPLE-Air (Wireless Casting/Screen Mirroring from an iPhone or iPad)

Press the source button on the television remote control. Select APPLE-Air and press OK

On the iPhone or iPad swipe up from the bottom to display the Quick Settings Menu.
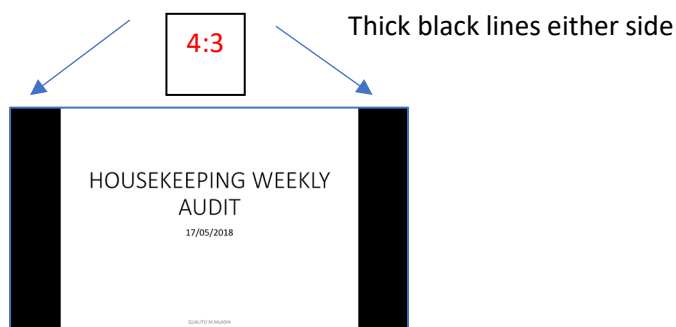
On the iPhone or iPad press the Screen Mirroring icon

On the iPhone or iPad select WEC-Britannia.

You may be asked to start mirroring. The display is duplicated on the television. When finished select stop mirroring from the Quick Settings Menu.

Help Guides

PowerPoint presentation does not display using all of the screen size.

Y:\Rebecca Betteridge\vacancies\britannia-tv-operation.docx

If your PowerPoint presentation is displayed in 4:3 mode as shown below, you can change it to display in Widescreen 16:9.

Thick black lines either side
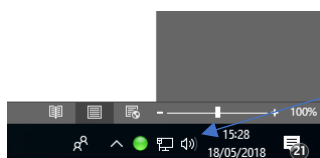
4:3

HOUSEKEEPING WEEKLY AUDIT

17/05/2018

Within PowerPoint

On the menu click 'Design' then select click 'Widescreen (16:9)'. Your presentation should then display full screen.

HOUSEKEEPING WEEKLY AUDIT

17/05/2018

No Sound

Try turning up the volume on the television monitor using the +/- volume buttons on the remote control.

Ensure the speakers on the laptop or PC are not muted – Click sound icon in the bottom right hand corner of the screen and adjust.

No Sound when using a VGA cable into a laptop

If possible use the HDMI connection as this incorporates a sound cable. If using a VGA cable, you need to plug sound cable into the headphone socket of the laptop into the tables sound connector.

Sound Cable – Located in side cupboard. Please return after use.

\Rebecca Bett
peration.docx

Need to present using a Laptops Display Port.

A display port adapter is located in the side cupboard. Connect this into the laptop with the other end connecting to the VGA cable in the table.
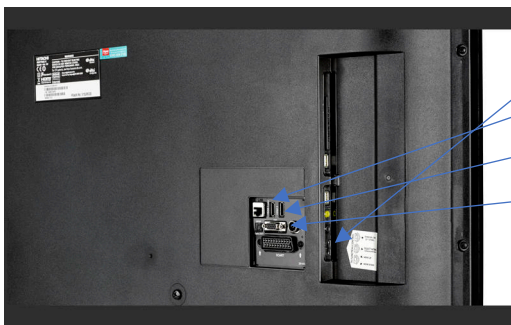

Page 5 for IT Support only

The TV is powered from a 4-gang extension.   This is plugged into a socket within the ceiling (front right-hand side).

TV Connectors

HDMI1 – PC in the cupboard

HDMI2 – reserved if we ever install Apple TV

HDMI3 – Table

VGA – Table

Sound – Table (Red to red, white to white)

Do not connect an aerial without knowing if a TV licence exists

TV Guarantee

Purchased 8th June 2018 from Argos

It has a 12 months warranty for both parts and labour. Help can be found ringing Hitachi Support 0345 604 0105   Warranty registered on 29 June 2018 by Ian Bray