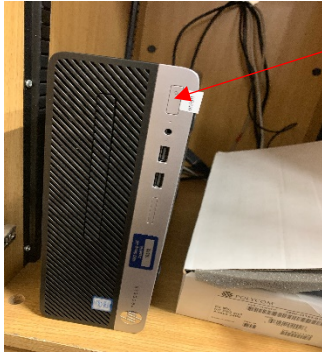


Step Instructions

Updated 05 March 2020

Ensure the television and PC (if required) are powered on. The television should have a red LED at the bottom of the screen indicating standby mode.

The power for the PC is shown below. Press this to switch the PC on.



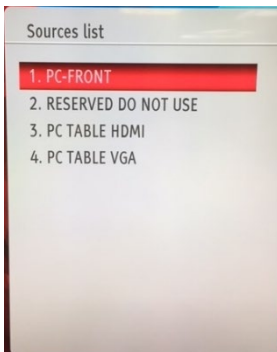
If using the PC to present, press the power on button on the front of the PC.



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-Front** (PC at the front left of the room in the cabinet)
2. **Reserved – do not use**
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.

The television will 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.

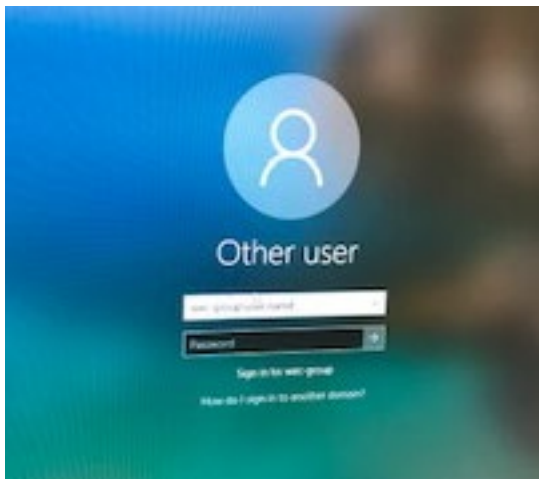
When using the table connections. Do NOT extract further than the red mark at 1metre

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

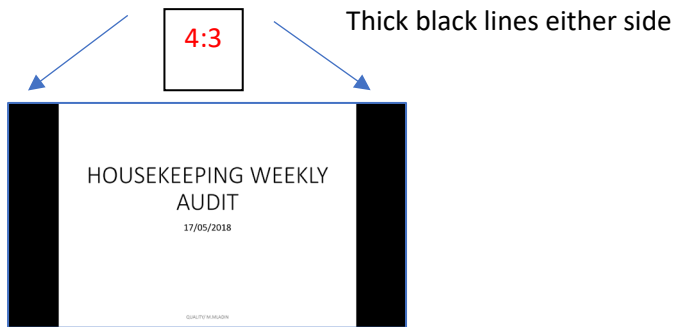
SHERBURN\user.name

WEC-GROUP\user.name

Help Guides

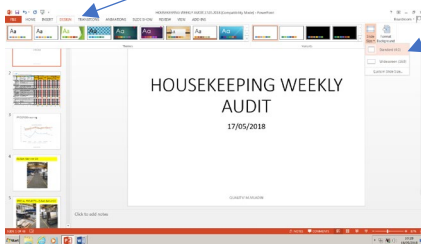
PowerPoint presentation does not display using all of the screen size.

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



Within PowerPoint

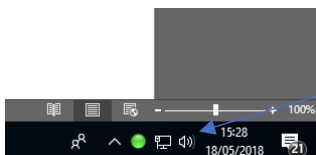
On the menu click '**Design**' then select click '**Widescreen (16:9)**'. Your presentation should then display full screen.



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 back of the tables VGA cable silver socket, with the other end into the laptops headphone socket.



Sound Cable – Located in the drawer cabinet. Please return after use.



VGA Cable.

Need to present using a Laptops Display Port.

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



Need to present using an Android device

Not possible unless it has an adapter for HDMI, Display Port or VGA

Pages 8 – 10 are reserved for IT Support use

Skype

The room is fitted with Skype Video Conference facility.

The microphone and speaker unit is positioned on the desk. The microphone will work wherever you are in the room.



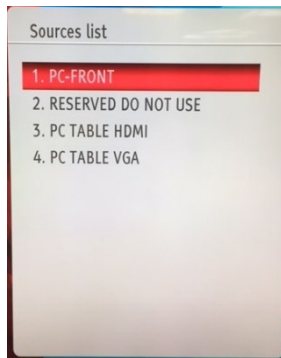
- 1 To start Skype. Power on the TV/Screen using the remote control. Ensure the source is on PC Front



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

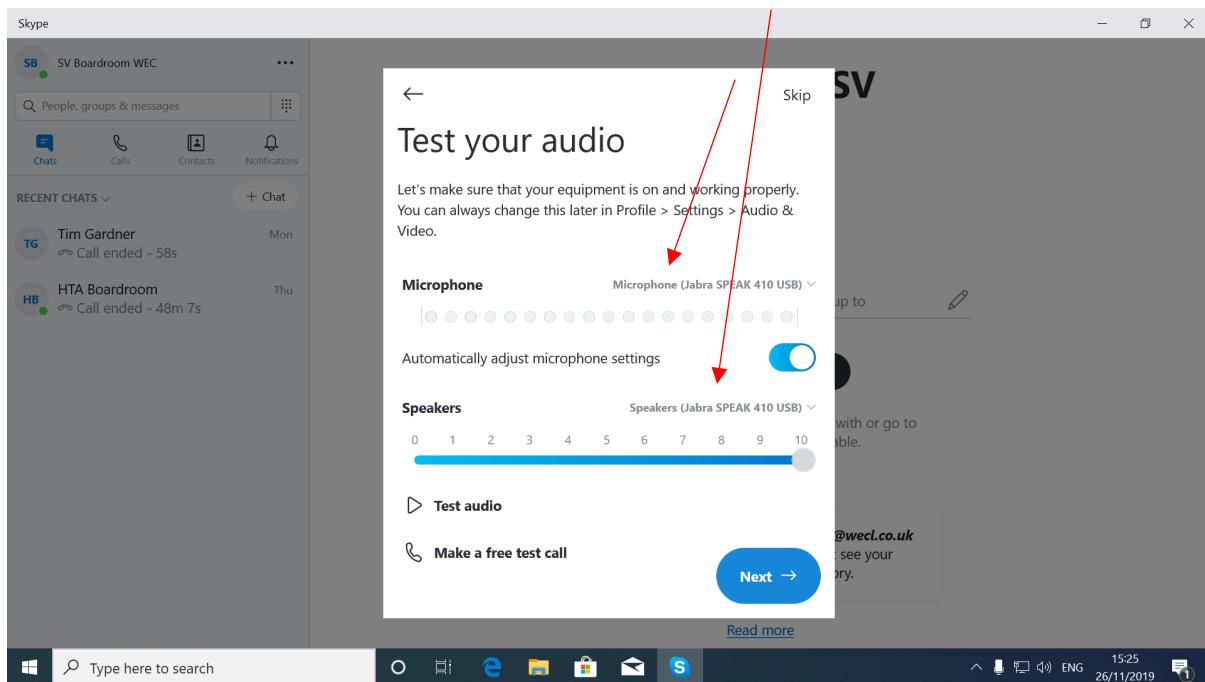


- 1 **PC-Front** (PC at the front left of the room)
- 2 **Reserved – DO NOT USE**
- 3 **PC-Table HDMI** (PC/Laptop HDMI cable from the Table)
- 4 **PC-Table VGA** (PC/Laptop VGA cable from the Table)

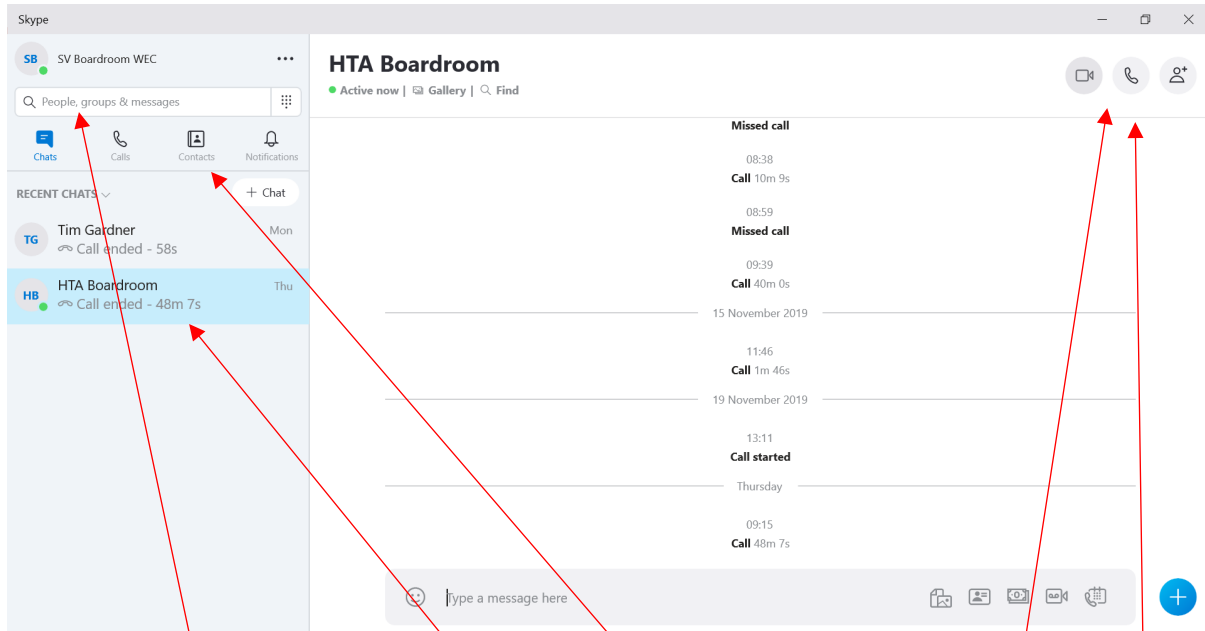
To adjust the **volume** of the television – use the v+ or v- on the remote control.

- 2 Turn on the PC on login using your own login name and password.
- 3 Open the Skype software

(From the menu  select the Skype icon.)
- 4 Login to skype as laser.boardroom@wecl.co.uk password WECGroup2020
- 5 First Time Login – Check the Microphone and Speaker are set to Jabra



6 Start your video conference



Either type in the contact you wish to Skype. This is usually their email address (i.e hta.boardroom@wecl.co.uk) or select from the Recent Chats or Contacts

Select the Camera from Video Call or Telephone for voice only

During the call you can mute your microphone, turn off the camera or end your call

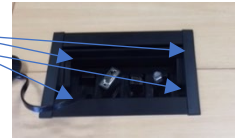


IT Setup Information

To remove the box from the table. Locate and undo the 4 screws inside the box.

At the side of each box (under the table) you will notice 4 locking fittings.

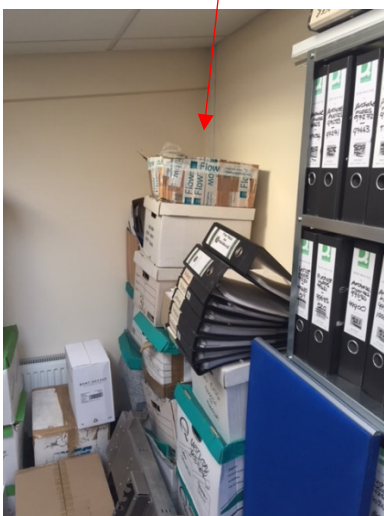
Push these in the box should then be able to pull up.



Power for the TV

Step 1

The TV has a four-gang socket that goes up into the ceiling. This then plugs into an extension lead that is plugged into the room next door.



To Remove the AMX Retractable cables

Unclip each of the rewind mechanisms.



Squeeze the lock and the bottom should slide away

You should then be able to lift out each mechanism one at a time.

More details can be found at

http://cdn-docs.av-iq.com/other//HPX_Connection_Port_Installation_Guide.pdf

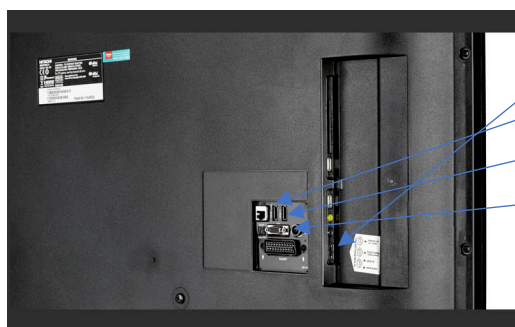
The telephone

The telephone is connected to port 279 on the wall.

The Network

This is connected to Wall port socket 38. This can be connected to either the guest or corporate network as required. The patch uses the same route as the telephone and is joined using a RJ45 connector block.

TV Connectors



HDMI1 – PC at the front left

HDMI2 – Reserved for 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 7th 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 5 July 2018 by Ian Bray

AMX Hpx600 (Table box with connectors). Purchased from Broadband Visual 6th June 2018.

<http://www.broadband-vc.com/>

01173 735302

