

Step Instructions

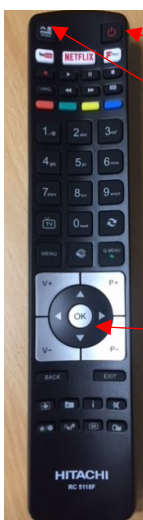
Updated 18 May 2018

Ensure the television is powered on. The left-hand electric plug is the PC and printer, the right-hand socket is the television.



The television will start in standby mode (note if powering on at the socket wait 15 seconds for the television to perform its powering up sequence).

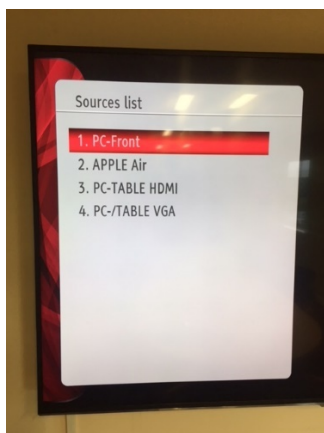
If using the PC to present, press the power on button on the front of the PC.



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)
2. **APPLE Air** (Wireless Casting/Screen Mirroring from an iPhone or iPad see instructions on page 2)
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 automatically power off if no input is detected after 2 minutes.

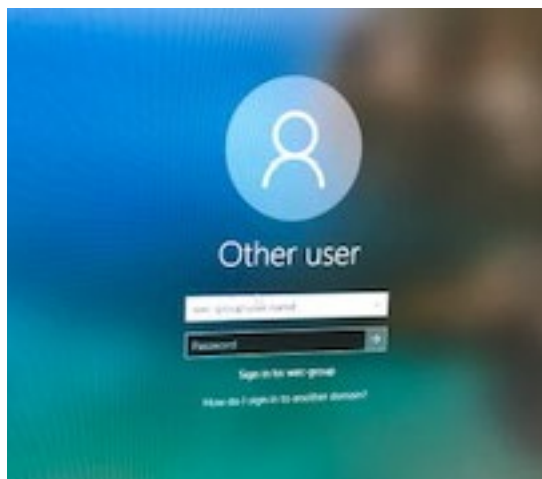
The television will automatically power off after 4 hours.

PC Front

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

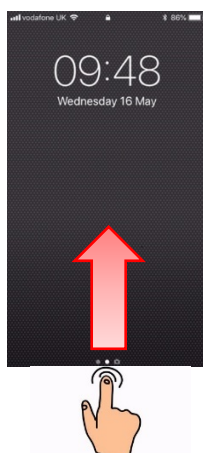
HTA\user.name

SHERBURN\user.name

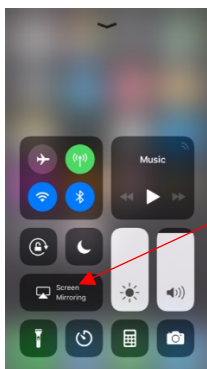
WEC-GROUP\user.name

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

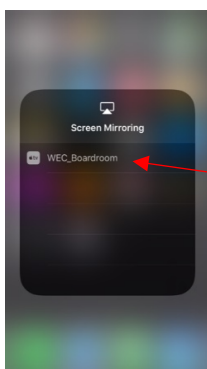
Press the source button on the television remote control. Select APPLE-Air and press OK



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

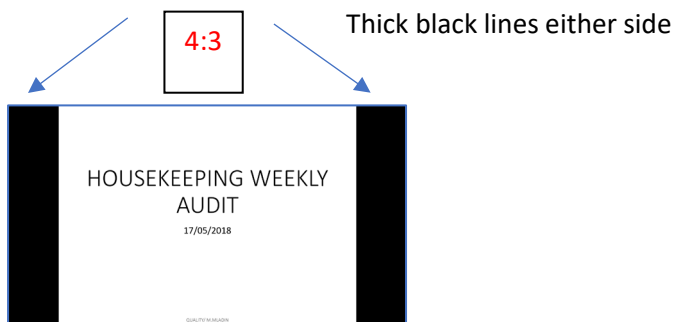
When your presentation is finished, out of courtesy for the next user change the source to PC-Front and press the power button the television remote control.

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

**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.



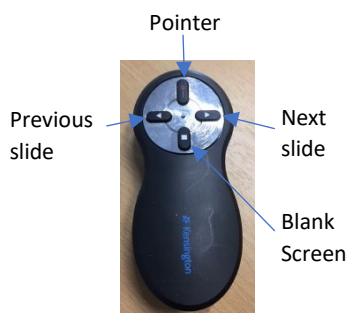
### Using the Pointer Device



Press in the USB dongle.  
This will eject the dongle  
and switch the device on.



Insert USB dongle into  
one of the USB slots on  
the front of the PC.

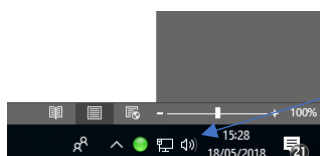


Replace the USB dongle into the Pointer when your presentation has finished.

### 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

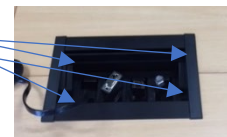
Pages 5 – 7 are reserved for IT Support use

**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.



To remove the cable devices.

Step 1

Go to the kitchen area downstairs. In the roof space remove the ceiling tile as shown below. Disconnect the 4 cables and the sound cable. You will notice one RJ45 cable has a twist wire attached – this is the network socket.



### Step 2

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.

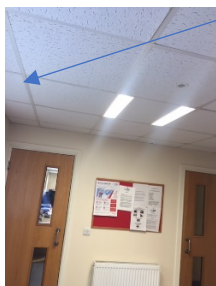
More details can be found at

[http://cdn-docs.av-iq.com/other//HPX\\_Connection\\_Port\\_Installation\\_Guide.pdf](http://cdn-docs.av-iq.com/other//HPX_Connection_Port_Installation_Guide.pdf)

### The telephone

The telephone is connected to port 37 on the wall.

This is connected to the power unit of the Polycom SoundStation telephone that is located in the roof space of the downstairs kitchen.

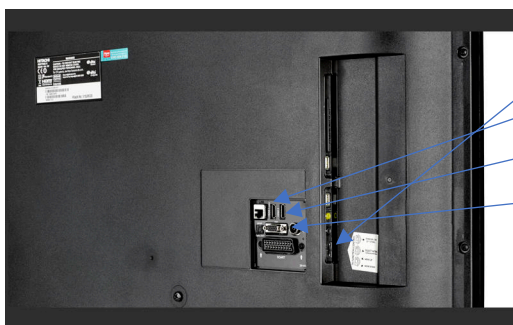


The cable is then connected to the retractable mechanism using a cat5 cable from the power unit and a connector block.

### 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.

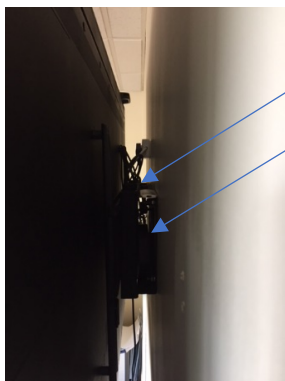
### TV Connectors



- HDMI1 – PC at the front left
- HDMI2 – 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

### Apple TV/Apple Air

The Apple TV box can be located at the back of the TV inside the bracket. The remote control for the Apple TV is with the front PC charging using the lightning cable.



**TV Guarantee**

Purchased 7<sup>th</sup> May 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 18 May 2018 by Ian Bray

**AMX Hpx600** (Table box with connectors). Purchased from Broadband Visual 7<sup>th</sup> May 2018.

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

01173 735302

**Apple ID login details**

**Email:** WECboardroomTV@wecl.co.uk

**Password:** Boardroom01