



Datasy's

Conference Room Manual

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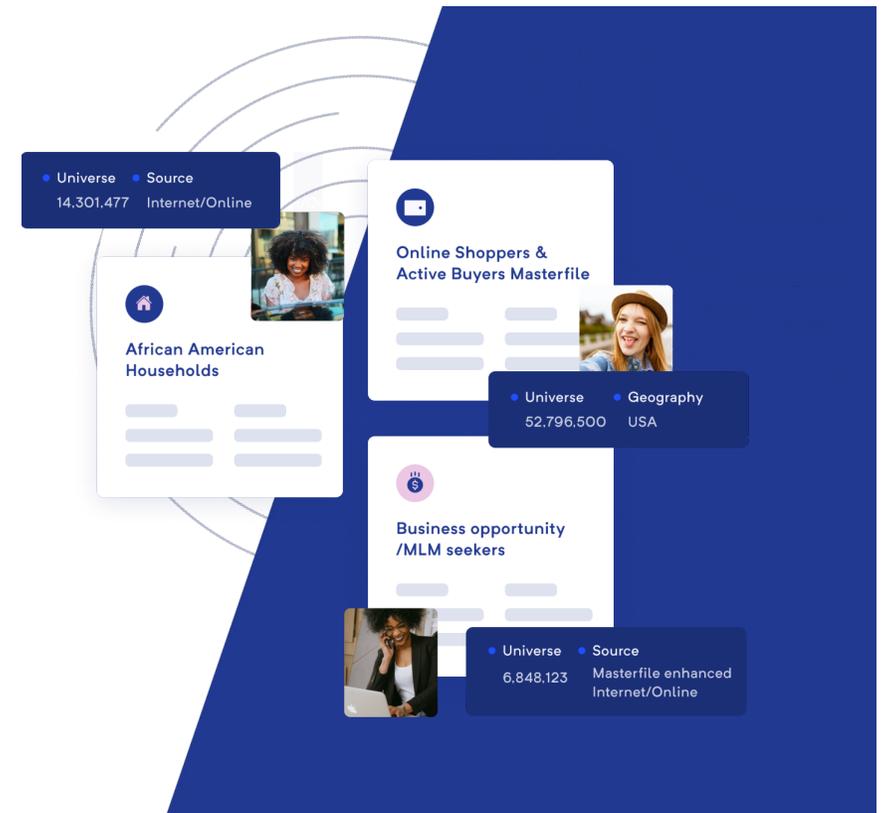
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Welcome to the Datasys Conference Rooms

In order to connect conference room audio and mic turn of Tongveo device in middle of the table before turning the computer on.

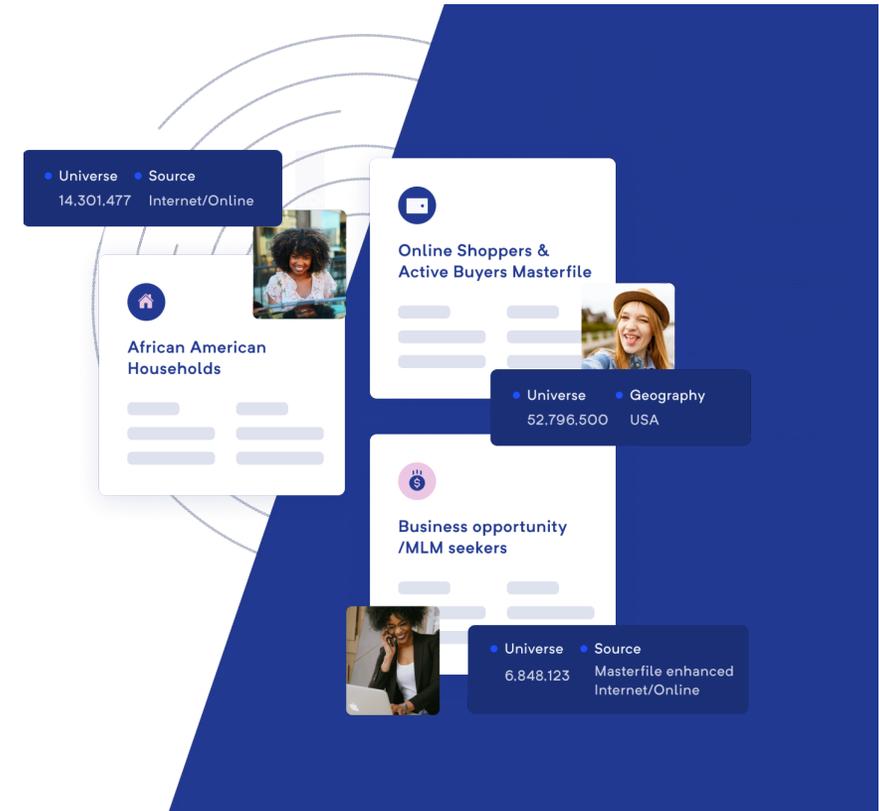


Welcome to the Datasys Conference Rooms

In order to connect conference room devices you will need the following credentials to access:

WIFI NETWORK: Conference-Datasys

PASSWORD: DatasysGuest123



Different ways to use your laptop, tablet or phone to display on one of the TVs here

Wireless:

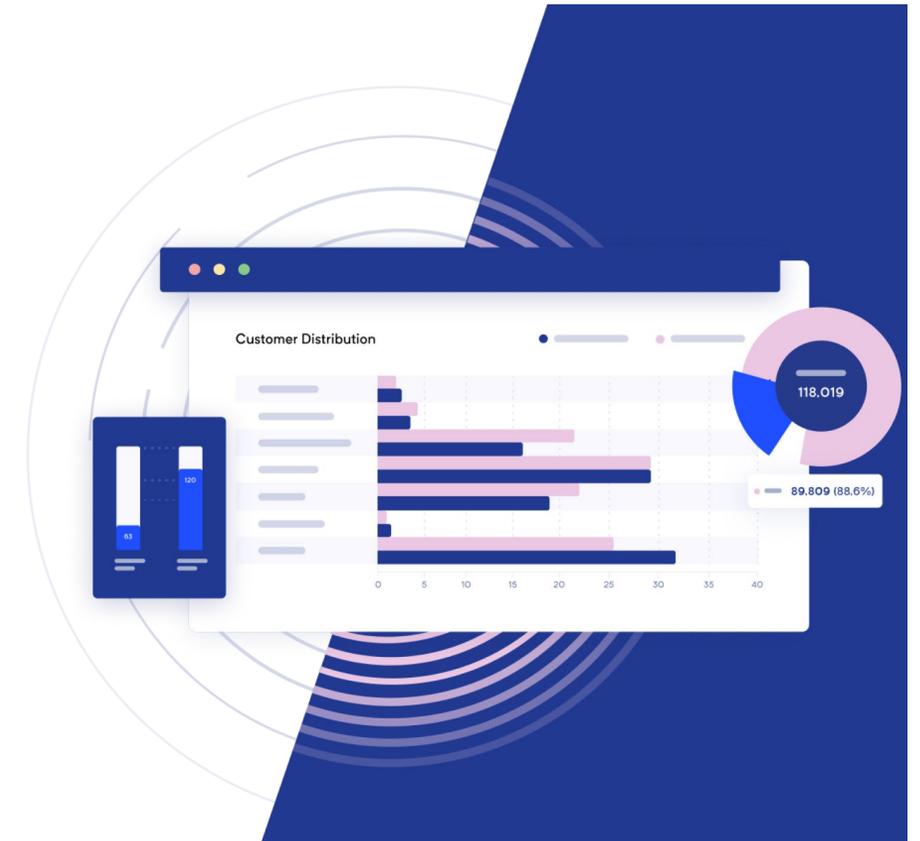
Apple TV - Apple Play
Google Chrome Cast

Wired Connection:

HDMI connected to TV
Display Port to HDMI cable
Mini Display Port or Lightning Cable to HDMI cable
USB-C or Lightning to HDMI Cable

Chrome Cast:

- Chrome Cast is a wireless option to display on the Right TV in the Main Conference Room and in the smaller Conference Room too
- Chrome Cast requires you to use the Google Chrome browser on either PC, Mac, or Linux computer
- Chrome Cast requires you to be on the WIFI network (Conference-Datasys) which is listed at the beginning part of this tutorial



How to connect wirelessly

To Wirelessly Cast to the Right TV in the Main Conference Room and to the TV in the Small Conference Room:

1. Turn On the Right TV using TV remote that says "Right TV" labeled on it or in the Smaller Conference Room Turn on the TV using the LG remote there
2. Make sure the laptop computer you want to wirelessly cast is on the "Conference-Datasys WIFI network (password is at the beginning of this tutorial)
3. Using the TV remote in the Main Conference Room change the TV's input to HDMI2 in the Main Conference Room Right TV

Or if you are in the Smaller Conference Room:

- Using the LG TV remote change the input to the one that says Chrome Cast which is Input 3

Note: the Input button on the remote is directly under the TV button which is the top on the left-hand side of the remote for the main conference room & on the right side in the middle of the remote for the smaller conference room.

1. You will need to use the Chrome browser by Google. - If you do not have it on the laptop download it from the internet.
2. On the top right of the Google Chrome Browser window you will see three dots in a vertical alignment - Click on the three dots. Now navigate below Print to "Cast" and select "main Conference room TV"
3. You should now see a mirror of what you are viewing on your laptop on the right TV via Chrome Cast

Apple Air Play:

Air Play is another wireless casting option like chrome cast without the burden of having to use the Chrome browser. It also works in the small & large conference areas. Air Play requires you to be on the WIFI Conference-Datasys network which is listed on the beginning part of this tutorial



How to connect wirelessly

To Wirelessly Connect to the Left TV using Air Play in the Main Conference Room or the TV in the Smaller Conference Room

1. Turn On the Left TV using Sony TV remote that says "Left TV" labeled on it if in the Main Conference Room or Use the LG TV remote in the Smaller Conference Room
2. Make sure the laptop computer you want to wirelessly cast is on the "Conference-Datasys WIFI network
3. Using the Left TV remote change the TV's input to HDMI2 in the Main Conference Room or HDMI2 in the Smaller Conference room

Note: the Input button on the remote is directly under the TV button which is the top on the left-hand side of the remote for the main conference room & on the right side in the middle of the remote for the smaller conference room .



Using the Company Computer to Make Video Conference Calls

Both Conference rooms have computers connected to video conference room cameras with table microphones and speakers. The computer is located behind the TV on the left-hand side of the smaller conference room TV as well as the the left TV in the large conference room. The location of the computer is important for sometimes you will have to turn on the computer for it has turned itself off.

The computer is on input 1 on both the small conference room tv and the left TV in the large conference room.

To use the computer in both locations find the TV remote and change the input to HDMI 1 and then move the mouse and type on the keyboard thus waking up the computer for it is probably in “sleep” mode
If that doesn't work make sure the computer is on by looking to see if there is a light on the computer which is located to the left of the TV in the small conference room and the left TV in the large conference room.

Note: both computers have the same software loaded on them which includes Zoom and other necessary video conference room software.



Larger Conference Room:

TV Left

HDMI1 Dell Computer (orange cat5) 10.20.40.1

HDMI2 Apple TV

HDMI4 HDMI Wire to TV

TV Right

HDMI 2 Chromecast

HDMI 4 HDMI Wire to TV

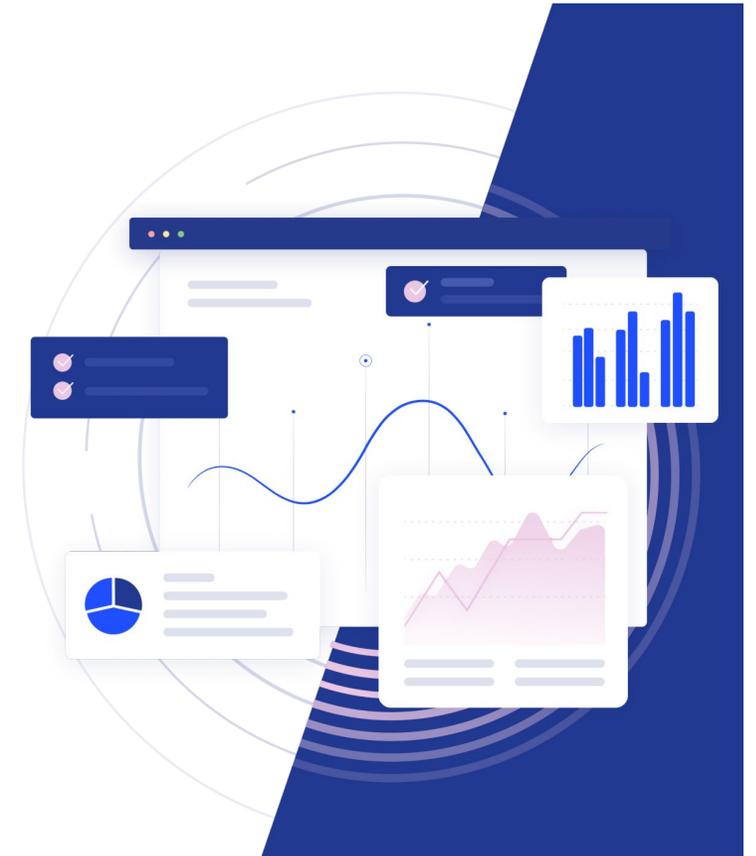
Smaller Conference Room:

HDMI1 Computer behind TV

HDMI2 Apple TV in Conference Room Mode

HDMI3 Google Chromecast

HDMI4 HDMI wire to TV





Datasy's

Have any issues?
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