



# AV guide for the Executive Board Room

## Turning the system on

The touch panel at the front of the boardroom table controls all of the AV equipment in the Executive Board Room.



**SYSTEM ON/OFF** – Press once to power everything on, press again to power everything off.

**PC** – Sets the display to show the room PC

**HDMI 1** – Sets the display to show the front table HDMI

**HDMI 2** – Sets the display to show the rear table HDMI

**Vol Up/Down** – Controls the volume of the speakers

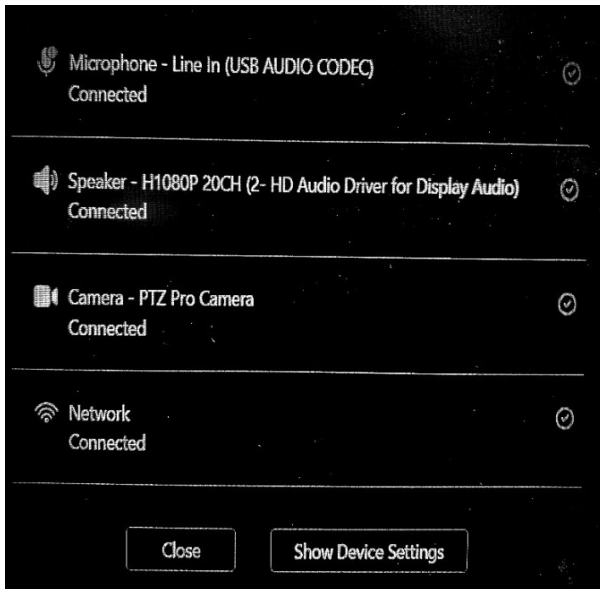
## Hybrid calls

The system is all interconnected and very intuitive, making it easy to use with TMP's PC or your own laptop.

## Using TMP's PC

- Turn the system on by pressing the **SYSTEM ON/OFF** button once. Wait about 30 seconds for the TV to turn on.
- Take the wireless keyboard and mouse from the top of the cupboard next to the TV and click the mouse or press a button on the keyboard to wake the PC up.
- At the login screen, enter the password **Meetings@TMP**.

- Find your desired programme. The PC has **Teams, Skype and Zoom** installed. Login to your own account.
- It's always best practice to do a test call to ensure that the audio is working properly for you. Ensure that the call settings are the same as shown in the image below.
- If there are any issues with the test call, please see the troubleshooting guide at the end of this guide.



### Using your own laptop

- Connect the HDMI and USB cable from the front or rear end of the table to your laptop.
- **Please ask a Host if you require a USB-C adapter.**
- On the touch panel, press either **HDMI 1 (front)** or **HDMI 2 (rear)** and your laptop will display on the screen.
- Carry out a test call prior to your meeting and ensure that the settings are the same as the image above.

## Troubleshooting guide

### The speaker system is too loud/quiet.

You can turn the volume down on the speaker system using the Volume UP/DOWN buttons on the touch panel or on the PC/laptop.

If the volume is too quiet, adjust the volume on the PC/laptop rather than the touch panel.

### My laptop won't display on the screen.

First thing to check, is that the HDMI and USB are connected to your laptop correctly. If they are, you will need to check your display settings.

### Windows/PC

- On the bottom-right of your screen you will see a speech bubble (next to the date/time), click on this and click "Expand".
- Select "Project" and "Duplicate".

## Mac

- Ensure that the HDMI and USB cables are connected (via the adapter).
- Go to "System preferences", then click "Displays" in the sidebar.
- Click the name of the display on the right.
- Click the "Use as" pop-up menu to mirror the displays.

### Attendees can't hear us.

If anyone dialing in is unable to hear you, please ask them to check their call settings and internet strength. TMP's microphones have been set up and tested so that they do not need to be adjusted.

Ensure that the microphones are unobstructed, if there's something covering the microphone this will distort the sound.

### Camera image is blurry.

The built-in camera can be operated using the small, grey remote on top of the presentation cupboard.

When on the call and the main image of the Executive Board Room is blurry, this is because the background setting on the call is set to this. You will just have to remove this blurred background from your Teams/Zoom/Skype call.

### Mouse or keyboard aren't working.

Check that they are both switched on, if they are, please ask a Host for replacement batteries.

Also, the display is touchscreen which you can use instead of a mouse.