

AUDIO-VISUAL SET-UP EAST & WEST MEETING ROOMS

The Meeting Rooms have ceiling mounted projectors which are connected to the DVD/Video combination player unit on the display stand. The remote controls for both the projector and DVD/Video combi are available from reception and should be returned to reception after use. A remote control for presentations is also available from reception on request. The leads for the laptop are labelled for ease of use.

Connections are located at the front of the room next to the stand for Laptop & DVD/Video combi.

Epson Projector (using projector remote control)

To turn the projector on press the power button once.

To turn the projector off press the power button twice.

To connect to the projector wirelessly, you will need to install the Epson EasyMP Network Projection software available from reception, or downloaded from the following links:

Windows: <https://epson.com/support/easymf-network-projection-v2-86-for-windows>

Mac: <https://epson.com/support/easymf-network-projection-v2-85-for-mac>

For smartphone or tablet users, the Epson iProjection app can be downloaded from the App Store or Google Play Store.

Once installed run the software and choose Quick Connection Mode and the software will search for available projectors. Select the correct projector for the meeting room you are in and click Connect.

Amplifier (sound)

For DVD/VHS audio select Tape 2 on the amplifier.

If you are using a laptop connected via VGA and have connected the auxiliary headphone jack to your laptop headphone port, select Aux on the amplifier.

If you are using a laptop connected via HDMI, select Phono on the amplifier (Warning! The audio from the HDMI passthrough is very loud. Before using it, use the large volume knob and turn it fully counter-clockwise and adjust from there).

Speakers

On Amplifier select A & B for all four Speakers.

On Amplifier select A for Front Speakers only.

Notes

Projector Source Search: Automatically search for video source.
Computer: When using a VGA or HDMI connection.
HDMI/Video: When using the DVD or VHS player.
LAN: When using the Epson app over a wired or wireless connection.

LARGE NORTH MEETING ROOM

The Meeting Room has a large smart television that can either be connected to wirelessly or by HDMI.

To connect via HDMI, connect the HDMI cable located at to the left of the television to your device. Using the TV remote, press the source button in the top right and select HDMI from the source list.

To connect wirelessly from a Windows 10 device firstly connect to the Business Village Wireless (password can be obtained from reception). Open your notification tray next to your clock and expand the options, then select Connect. After a few seconds you should see Samsung Series 6 listed, click on this and then connect. On the TV there will be a notification requesting you to allow the connection, select allow and after 10-15 seconds your screen should appear.

Faults/Dysfunctioning

Check all leads and connections in the first instance.
Check correct use of remote controls.

If above fails, contact Phase 5 Communication Ltd on ext 2452 for assistance.