OSIT

OFFICE SPACE in TOWN

Monument

IT SETUP
Guide

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Contents

ClickShare

SETUP CONFIGURATION - 1

1 Turn on the TV using the red 'standby' button.

2 Plug the 'ClickShare' button into the USB port of your laptop.

Once inserted, you will notice a flashing white light surrounding the 'ClickShare' button.

This indicates your laptop has been recognised.

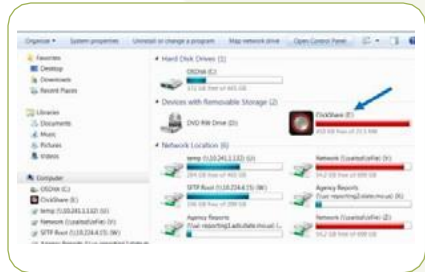**3** Ensure that the TV is on HDMI 1 (if unsure, use the remote by clicking the source button).

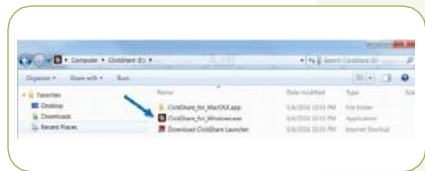Using the arrows to move left or right, click 'OK' once on 'HDMI 1'.
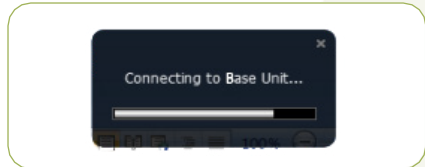
ClickShare

SETUP CONFIGURATION - 2

4 On your laptop, browse to the 'ClickShare' drive and start the 'ClickShare' application by double clicking on the 'ClickShare' icon.

5 Double click on the 'ClickShare' option that is compatible with your laptop. For PC click the Windows version; for Apple click the Mac version .

6 You will see a small dialog box appear to let you know that 'ClickShare' is connecting your laptop to the base unit. It will disappear once the connection to the base unit is established.

7 Once the 'ClickShare' button is connected to the base unit, the flashing white ring on the button will turn solid white.

Press the button to start sharing, it will then turn to a solid red indicating you are sharing your screen.

Apple TV

SETUP CONFIGURATION - 1
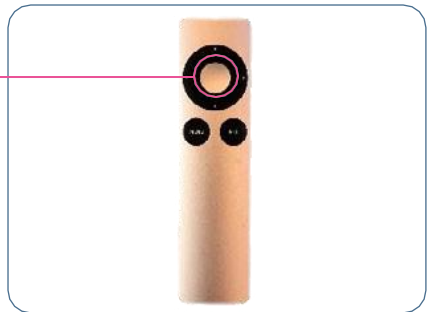
1 Turn on the TV using the red 'standby' button.

2 Ensure that the TV is on HDMI 2 (if unsure, use the remote by clicking the source button).

Using the arrows to move left or right, click 'OK' once on 'HDMI 2'.

3 Turn on the Apple TV remote by clicking the silver middle circle button and point towards the cupboard.
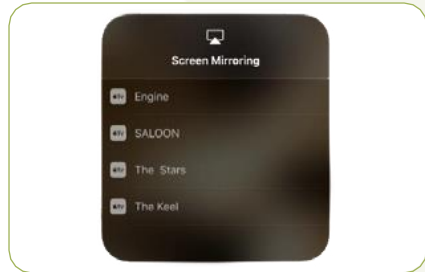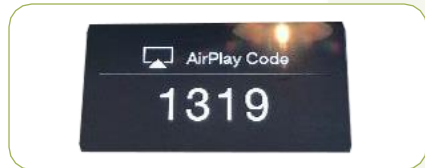
Apple TV

SETUP CONFIGURATION - 2

4 Open the control centre on your Apple device and tap screen 🖵 mirroring. (To connect your iPhone, you will need to 'swipe up' or 'swipe down' on your screen, depending on the phone model to find the icon).

You will then need to select the room name from your Apple TV list.

5 If an Air Play passcode appears on your TV screen, enter the passcode on your iOS device. It will then connect and you will be able to see your screen on the TV.

6 Your TV uses your iOS device's screen orientation and aspect ratio. To fill your TV screen with the mirrored iOS device screen, change your TV's aspect ratio or zoom settings.

To stop mirroring your iOS device, open the control centre, tap Screen Mirroring, then tap Stop Mirroring. Or press the Menu button on your Apple TV Remote

Laptop Connections

HDMI & VGA / RGB LEADS

Ensure that the HDMI1 / HDMI2 / VGA or RGB cables are plugged into the TV, then plug the other end into your laptop (the other end of these leads will be found in the middle section of the table which lifts up).

Using the remote control, select the input port that the lead has been plugged into in the TV. This should bring up the image on the screen.

If it does not, see 'prompting connection' section below.

MAC ADAPTORS

For Mac adapters as shown below ask reception or the admin office.

We have a mixture of HDMI and VGA adaptors that you can use to plug directly into your Apple MacBook.
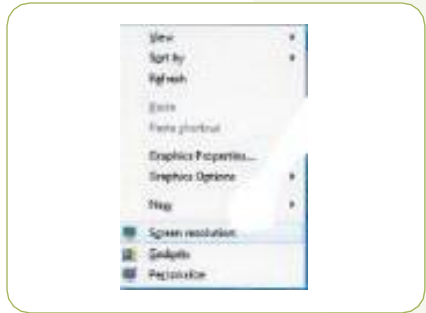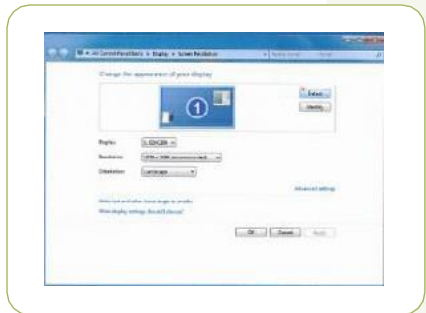
Laptop to TV Setup

PROMPTING CONNECTION

If the laptop doesn't recognise the TV, unplug the HDMI lead from the laptop and then plug it back in. If this doesn't work, please follow the steps below:

1 Go to your desktop screen, right click on your mouse or trackpad and select 'Screen Resolution'

2 Select 'Detect'. This should prompt the desktop to be displayed on the TV screens. Before closing this, ensure that you select 'Duplicate Displays' from the 'Multiple Displays' dropdown and keep the changes.

If this method fails, try using another laptop if that is an option or speak to one of the OSiT team who will be able to help.

Adaptors

HDMI / VGA / PROJECTOR ADAPTORS

Should you require assistance with connecting the Projector/HDMI/VGA and other adapters, please press the black buzzer in your meeting room and one of the OSiT team will come and help.

If there is anything else that you need during your meeting, you can press the black buzzer in the room and one of the team will be able to help.

Phone Calls & Conferencing

CONFERENCE CALLS USING THE AVAYA PHONE

1   To call out using our phones you will need to press '9' followed by the contact number.

2   You will then hear 3 short beeps.

3   Then you will need to dial your companies call out number - please request this number at reception.
If unsure of your 4 - digit code, please contact reception.

If you are an external client please contact reception for your code.

4   Once you have done the above steps and are on the phone call you will then need to press conference.

5   Dial '9' followed by the next number and press join

6   This can be repeated up to 8 times. All clients can dial into a conference. If you would like to create a conference line for an external party to call into, please contact the admin team prior to your meeting.
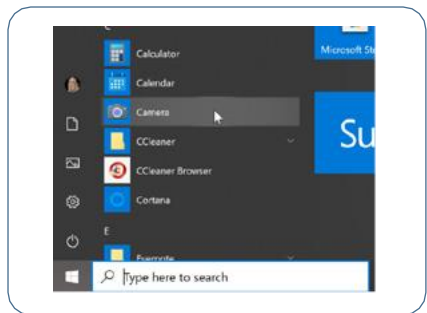
WebCam

WEBCAM CONNECTION - 1

The webcams in our meeting rooms can be connected to PC or Apple laptops via USB. They are compatible with Windows XP, Windows 7, Windows 8, Windows 10, Android V5.0 or updated versions, Mac OS 10.6 or updated versions.

1 Place the Webcam where you would like it, on a computer monitor or the TV for a full panoramic view. After fixing the Webcam to where you require, plug the USB cable into your PC's USB port. If you require a USB extension lead please ask our team on reception.

2 CONNECTING TO WINDOWS 10

a. Connect the webcam to your computer via the USB and wait until the computer recognizes the webcam.

b. Select the Windows 'Start' button and then select 'Camera' from the list of apps.

c. To switch from built-in camera to AUSDOM camera, please click 'camera switch' in the top-left corner.

d. Once you have launched your video conference preference i.e. Zoom or Teams - the webcam will automatically connect.

WebCam

WEBCAM CONNECTION - 2

③ CONNECTING TO APPLE MAC

    a To connect the webcam to your mac you will need to find the 'Photo Booth' app in your system and open it.

    b. Within the 'Photo Booth' app you will be able to select SUDOM camera under 'Camera' in the menu bar.

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