How to use the built-in AV system

USING OUR
Built-in AV System

START HERE

START

Find out where the main control is situated and how to power on the system.

01

CONTROLS

AD

Where is the keyboard and mouse for the PC or HDMI cable for your personal laptop. Plus USB cable to use our in-built camera system.

02

CONNECT YOUR DEVICE

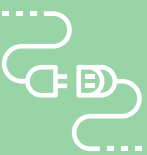How to connect your personal laptop with the HDMI cable provided.
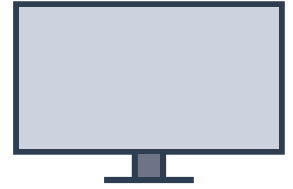
03

NEED SUPPORT

Support & Trouble shooting

04

USING THE ALL-IN-ONE MEETING ROOM PC

This applies to the following Meeting Rooms
Marlborough Rooms 1 / 2 / 3 / 4
Edwards Room
Maxwell Room
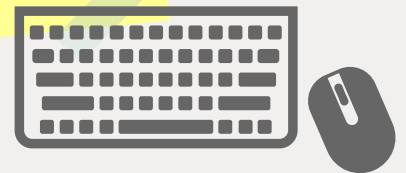
1

Turn ON the system by pressing the 'PC' button

The control panel is located beside the each screen.

2

Login to the PC using the room password. (If you do not know the password, call AV or Venue Team.).

The All-in-one Mouse/Keyboard and separate clicker can be found behind the screen.

3

Thats it!

You now have access to all the computer facilities, internet access, applications and camera system for video calls.

USING THE ALL-IN-ONE MEETING ROOM PC

This applies to the following Meeting Rooms
The Presidents Room

The All-In-One PC & Screen should be on upon arrival.

1 The NEC TV Remote turns on the screen. Press 'Power On'

The main input should be set to HDMI. (HDMI 1)

2 Login using the room password. (If you do not know the password, contact the venue team).

The All-in-one Mouse/Keyboard can be found behind the screen.

3 You now have access to all the computer facilities, internet access, applications and camera system for video calls.

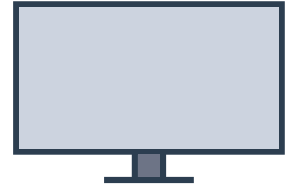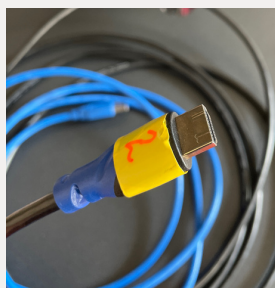## USING YOUR OWN LAPTOP

1. Connect the HDMI (2) Cable
2. Select 'INPUT 2' on the ATEN selector behind the screen
3. To use the camera, connect the blue USB Camera cable

HDMI Cable

ATEN Selector

Camera USB

USING YOUR PERSONAL LAPTOP

This applies to the following Meeting Rooms
Marlborough Rooms 1 / 2 / 3 / 4

No. 11
CAVENDISH SQUARE

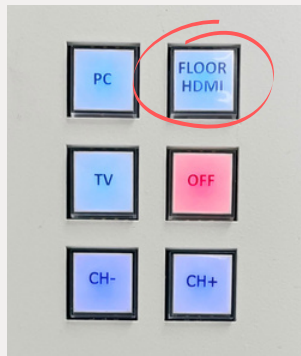**1**

Connect your laptop using the 'HDMI' Cable in the floor box.

⚠️ The 'floor box, is near the screen inside each meeting room.

2

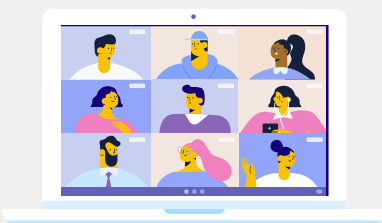Turn ON the system by pressing the 'FLOOR HDMI' button

PC | FLOOR HDMI
TV | OFF
CH- | CH+

The control panel is beside the screen.

Thats it!

3

You now should have your laptop connected to the main screen with visuals and sound.

ONLINE MEETING !?

If you choose to use the meeting room camera and microphone, simply connect the USB, which can be found in the floor box at the front of each room.

REMEMBER to select the camera and microphone within your preferred applications settings"

Frquently Asked Questions

Need support?

Each meeting room has a telephone you can use contact contact our AV Team or Reception. Press 'AVS' for AV Support, or Reception and our team will be happy to help with any queries.

In-built camera not working?

Our camera uses a USB 3.0 connection. Please make sure your laptop also supports USB 3.0 to get the best working functionality. You can tell if your laptop supports USB 3.0 by looking for the blue strip on the connection or the 'SS' symbol. Images below.

Specialist Support

If you have a particular event where you may need specialist support before or during your event please contact the venue team to book an AV technician.

AV Training

To arrange one-to-one or group training sessions on the in-house equipment, feel free to contact the venue team to arrange a date and time with an AV technician.