

CONFERENCE ROOM GUIDE

Contents

- In Advance 2
- First Step (Connect to WIFI)..... 2
- Connect to wireless Projector 8
- Video Conference System 12
- Connect to Smart TV 14

Table of Figure

- Figure 1: Conference Room WIFI 2
- Figure 2: Control Panel..... 2
- Figure 3: Network Information 3
- Figure 4: Wi-Fi Status..... 3
- Figure 5: Wi-Fi Properties Window 4
- Figure 6: IP Properties 4
- Figure 7: Mac Start menu..... 5
- Figure 8: Mac System Preferences..... 5
- Figure 9: Mac Network window 6
- Figure 10: Mac Wi-Fi Properties..... 6
- Figure 11: Mac IP Properties..... 6
- Figure 12: Mac Static IP Properties 7
- Figure 13: Mac Manual IP Addresses..... 7
- Figure 14: Mac Write IP Addresses..... 7
- Figure 15: Projector Screen on Start up..... 8
- Figure 16: Projector Connected Mode..... 8
- Figure 17: Projector List 9
- Figure 18: Projector Join..... 9
- Figure 19: Projector Toolbar..... 10
- Figure 20: Projector Control Window 10
- Figure 21: Projection Controlling 11
- Figure 22: Change Camera 12
- Figure 23: Change Speaker and Mic 12
- Figure 24: Change Mic and Speaker in Skype..... 13
- Figure 25: Change Camera in Skype 13
- Figure 26: Notification bar 14
- Figure 27: Connect to wireless screen 14

In Advance

Make sure you have setup following software's on your computer

1. [iProjection](#) (to connect projector)
2. [Zoom/ Skype](#) or any other communication software

First Step (Connect to WIFI)

- I. First, **Connect** to the **CONF_Mech** WIFI at the conference room
 - o WIFI details are stuck on the wall

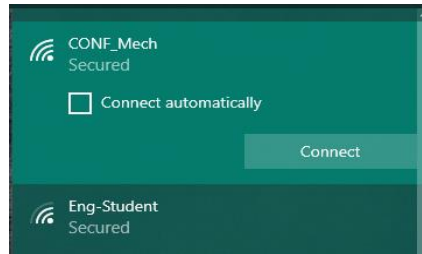


Figure 1: Conference Room WIFI

- II. Now, you have to **set the Static IP address** on your computer
 - o IP range can be found in same location as above mentioned

Here is the step to set Static IP address on Windows,

- I. **Go to the Control Panel and Click on Network and Sharing Center.**
It will open Network and Sharing Center window.

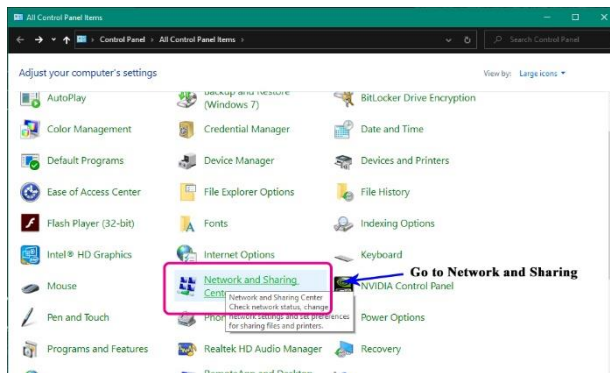


Figure 2: Control Panel

- II. In the Network and Sharing center, you can see **active networks**. If you have connected to the **CONF_Mech**, it will show as in the figure 3. Now click on the **Wi-Fi (CONF_Mech)** on the right side of the window under connections. It is shown in the picture. It will open new window which shows the Wi-Fi status.

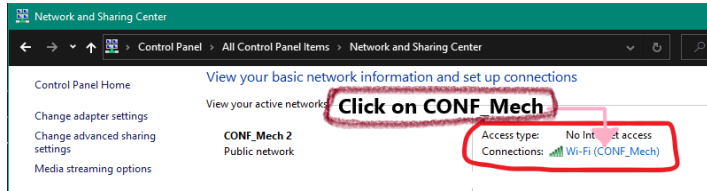


Figure 3: Network Information

- III. In the Wi-Fi Status window, Click on **Properties**. Wi-Fi properties window will be opened.

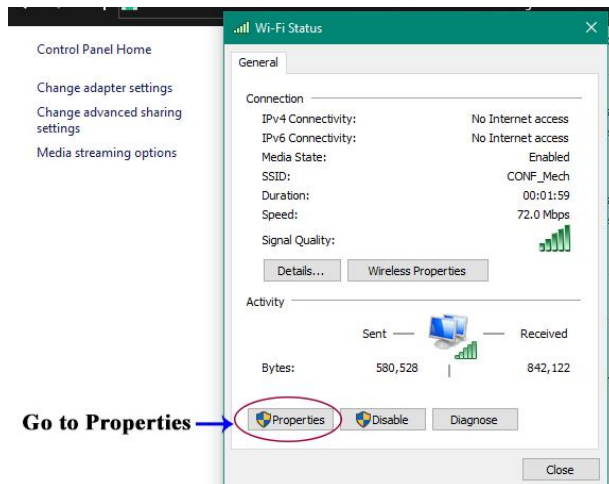


Figure 4: Wi-Fi Status

- IV. In the Networking Properties window, find the **Internet Protocol Version 4 (TCP/IPv4)** and **Click** on it. Now Click on Properties button. It will direct to Internet Protocol Version 4 (TCP/IPv4) Properties window.

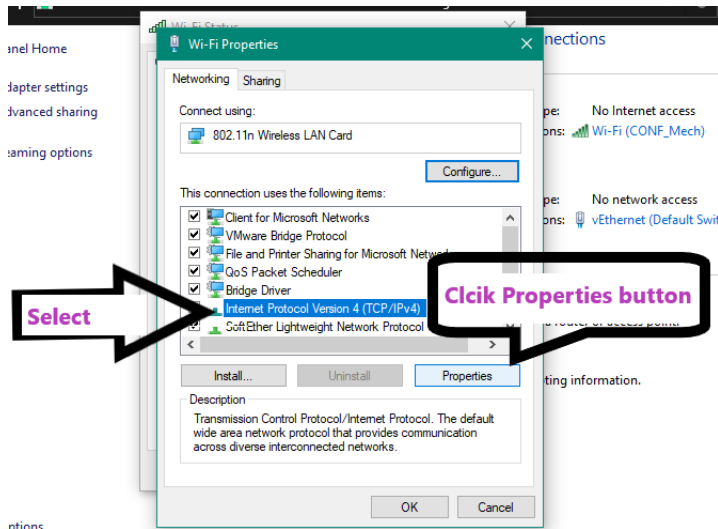


Figure 5: Wi-Fi Properties Window

- V. In the **IPv4 Properties** window, under **General**, select **Use the following IP address**. Once you click on the **Use the following IP address**, **Text fields** are **enabled** to enter values.
 - a. In the **IP address field**, enter the IP address value **within the given range**. (Ex: 10.40.27.43)
 - b. In the **Subnet mask field**, enter **“255.255.255.0”**
 - c. In the **Default gateway field**, enter the **given IP address** (Ex: 10.40.27.254)
 - d. For the **Preferred DNS server** and **Alternate DNS server** fields, enter the **given DNS values**.
 - e. Finally, **Click OK** on all windows to save your changes

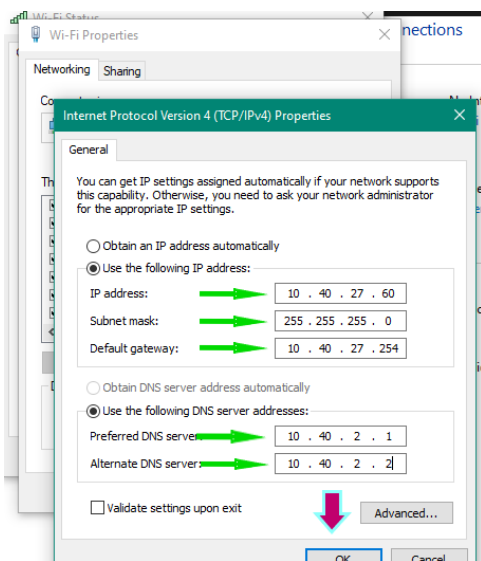


Figure 6: IP Properties

Set IP address on Mac,


- I. Click on the **Apple logo** . You'll see this in the top left corner of your screen. A menu will dropdown.



Figure 7: Mac Start menu

- II. Click **System Preferences**. You'll see this under "About This Mac."

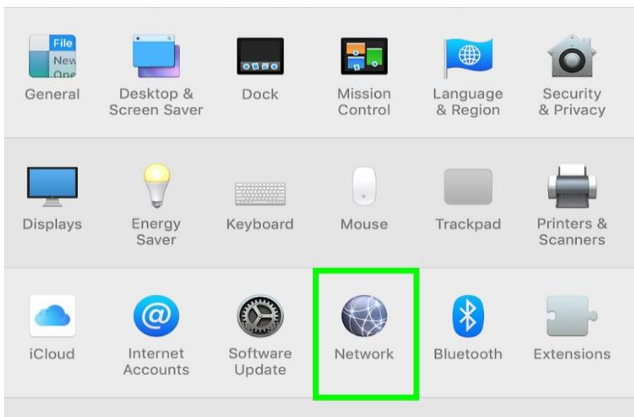


Figure 8: Mac System Preferences

- III. Click **Network**. You'll see this in the third organized row next to "iCloud."

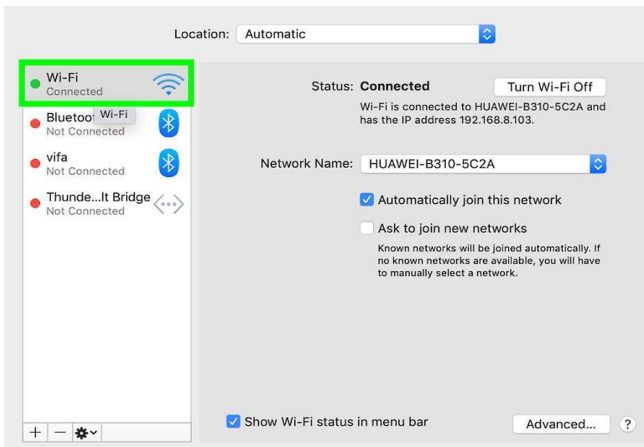


Figure 9: Mac Network window

- IV. Click on the **Wi-Fi** in the left sidebar. Click **Advanced**. You'll find this at the bottom right corner of the window

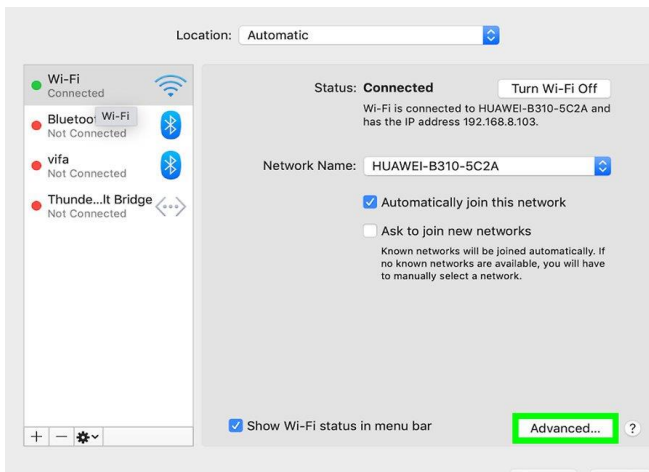


Figure 10: Mac Wi-Fi Properties

- V. Click the **TCP / IP** tab. You'll see this along the top of the window with tabs for *DNS*, *WINS*, *802.1X*, *Proxies*, and *Hardware*.

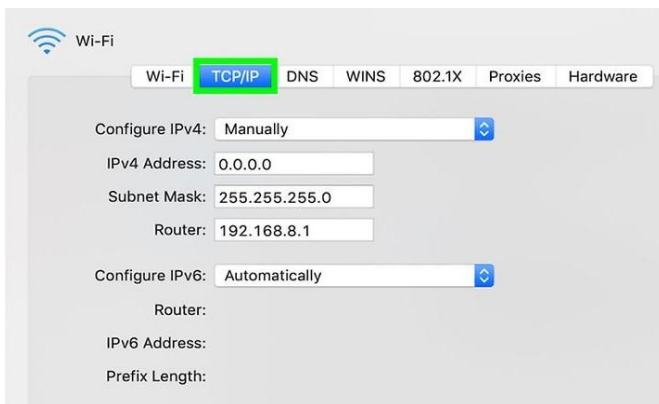


Figure 11: Mac IP Properties

VI. Click the dropdown menu next to “Configure IPv4,” and select “Manually.”

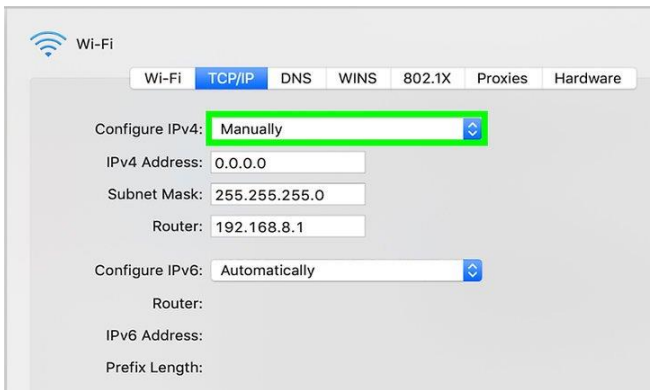


Figure 12: Mac Static IP Properties

VII. Enter IP address that have described under IP address set on windows above.

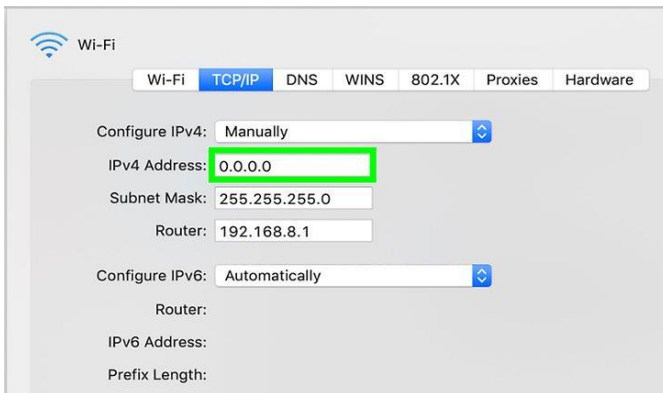


Figure 13: Mac Manual IP Addresses

VIII. Click OK, then Apply. Your IP address will now be changed.



Figure 14: Mac Write IP Addresses

Connect to wireless Projector

In order to connect to the projector, you have to install IProjection software on your machine.

- I. Turn on the projector.
- II. Select **LAN (Wireless)** and press Enter. If you use mobile phone or tablet, scan **Displayed QR Code**. Projector displays an IP address and QR code on the projection surface

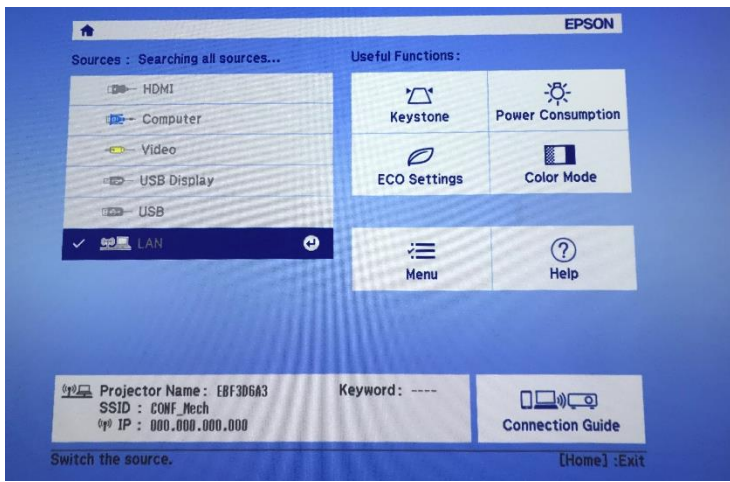


Figure 15: Projector Screen on Start up

- III. Now open IProjection software, and select Advanced Connection Mode. It will open Advance connection window

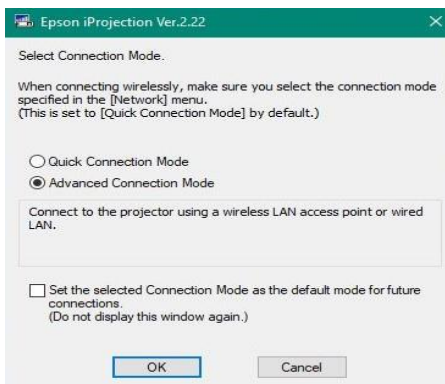


Figure 16: Projector Connected Mode

- IV. In the **Projector List - Automatic search**, available projectors will be list down. If you cannot see any projector in the list, please click **Refresh button** on top right corner and it will show available projectors.
However, if you don't see any available projector, go to the **Manual Search** in the left sidebar. It will show **search bar** on the before **Refresh**

button. In the search bar, please enter **projector IP Address** and click **Search**. It should list down projector on the Projector List.
If you cannot get any available projector, make sure you have connected to the same network which projector is connected.

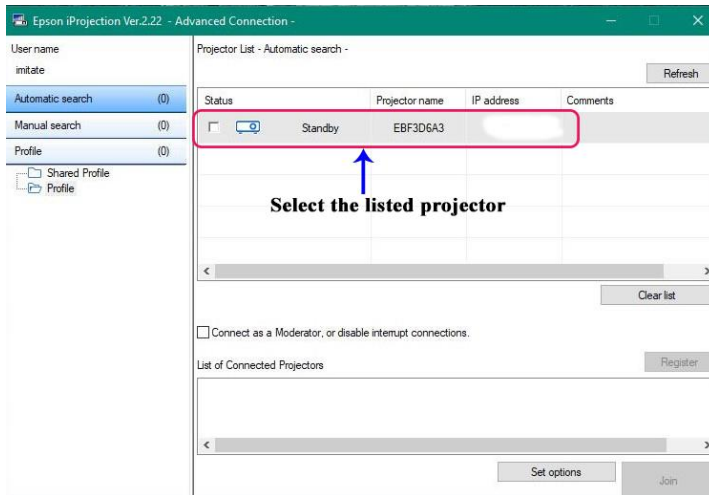


Figure 17: Projector List

- V. Now select the **projector** you want to connect from the **Projector List**, and then select one of the following options.
- You want all users to be **able to become participants** in the **moderator** function: Make sure **Connect as a Moderator, or disable interrupt connections** is **not selected**.
 - You are the **moderator user** and you do not want other users to be able to interrupt the moderator presentation: Select **Connect as a Moderator, or disable interrupt connections**.

Click **Join** button to connect with the projector. You'll find this at the bottom right corner of the window.

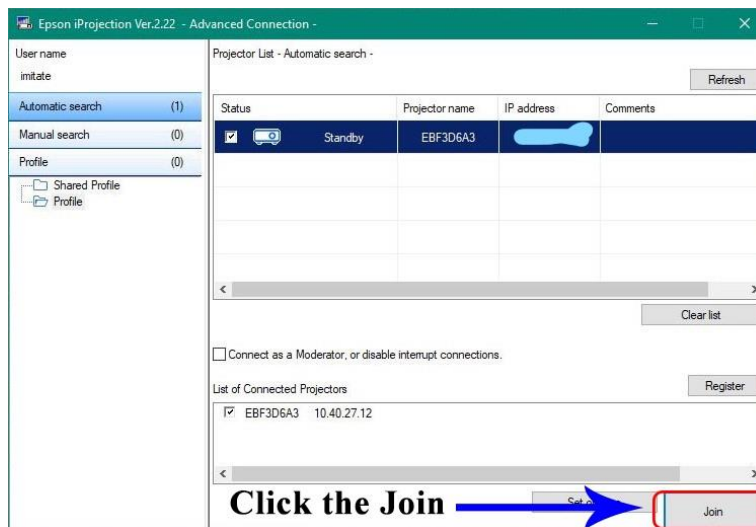




Figure 18: Projector Join

- VI. When a connection is established, the computer screen is projected and the following toolbar is displayed on the computer screen



Figure 19: Projector Toolbar

The computer screen for the user who connects first is projected in full screen mode. Users who connect later can project their own screen by clicking the  button on the toolbar or can control the projected display from the projection control screen by clicking the  button on the toolbar.

Note: If you use **Mac OS**, make sure you have given **screen recording permission** in the **Security and Privacy**.

Additional:

- Use the projection control screen to change the number of projected panels, presenters, or the projection position.

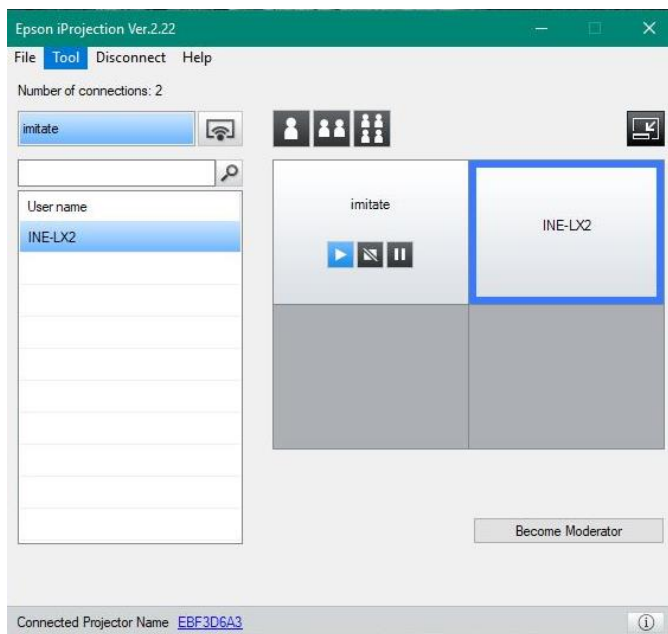





Figure 20: Projector Control Window

- **Show:** Click the  button. The computer screen is projected as it is.
- **Stop:** Click the  button. The projected image stops. A black screen is projected while stopped.

- **Pause:** Click the  button. The projected image pauses. The paused image is projected, even if you make changes on the computer screen.
- Note:
- These buttons are not available for participants when using the moderator function.
 - The moderator can also control the other user's projection using the projection control screen when using the moderator function.
- Click the panel of the user to be projected in the projection area. The selected panel is framed in blue

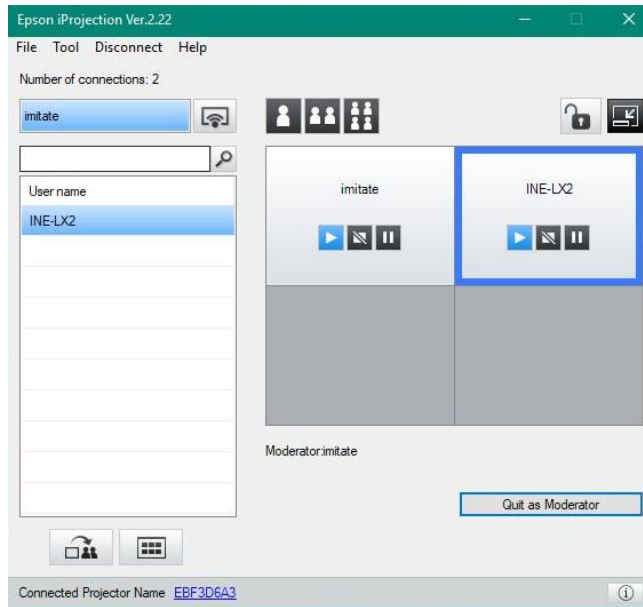





Figure 21: Projection Controlling

- Perform one of the following operations to **change the number of available panels** in the projection area.
 - Project **one panel** in full screen mode: Click the  button.
 - Split the projected display in **two and projecting** the selected panel and the adjacent right or left panel: Click the  button.
 - Split the projected display in **four and projecting** the all four panels: Click the  button.

The number of panels changes and the back ground color for panels being projected becomes white

Video Conference System

You can use conference system using any video and/ or audio remote conferencing services. Following shows how to use with zoom.

- After you join a meeting, you need to **change Microphone, Speaker and Camera to Logi Group Speakerphone and Camera.**
- If you select Microphone and Speaker to **Same as System**, you need to **change System Speaker and Mic to Logi Group** in the System Settings.

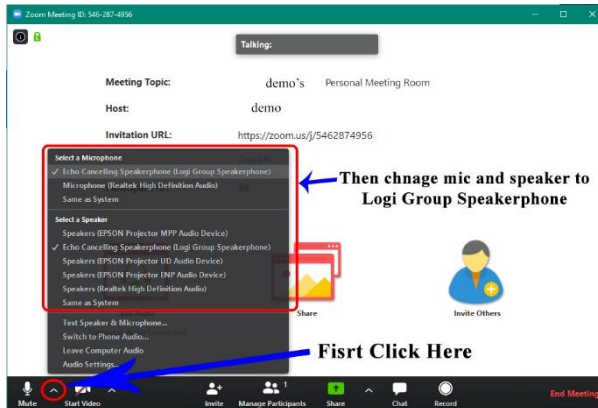


Figure 23: Change Speaker and Mic

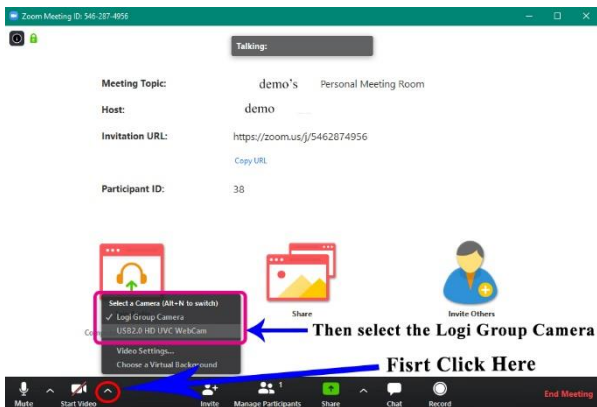


Figure 22: Change Camera

- Following shows how to change speaker, mic and camera in Skype.
 1. Go to the Settings in the Skype and select Audio & Video
 2. Then, Change the **Camera to Logi Group Camera.**
 3. Change **Microphone and Speaker to Logi Group Speakerphone** bellow in the same window

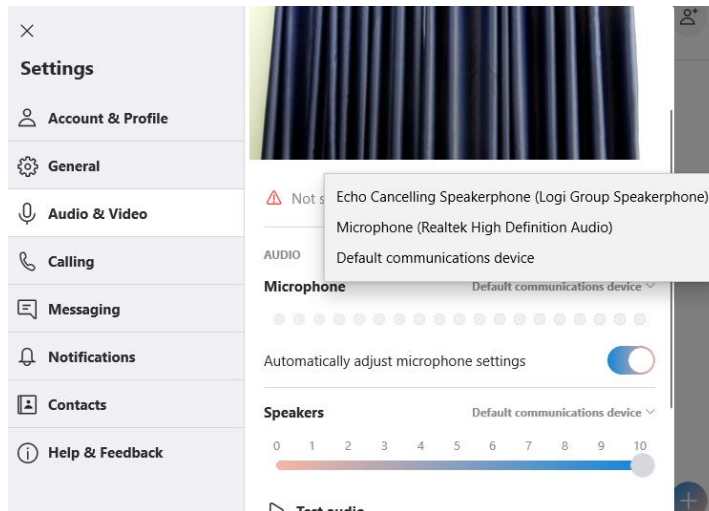


Figure 24: Change Mic and Speaker in Skype

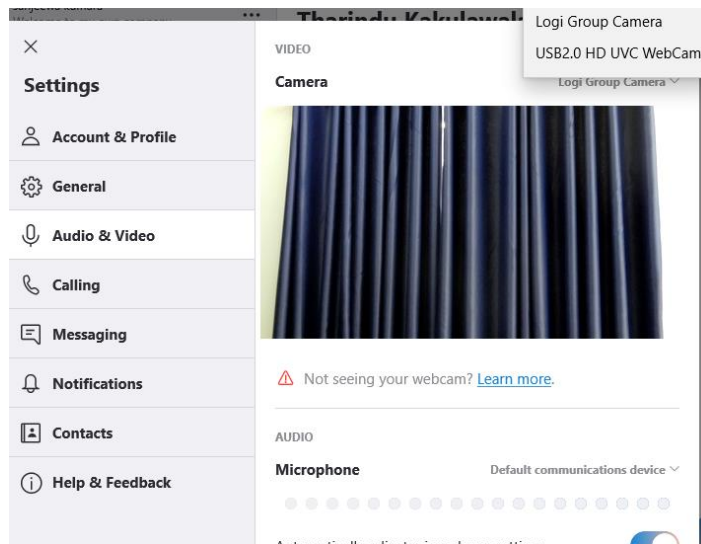


Figure 25: Change Camera in Skype

- ✚ If you use any other services, you need to change **Microphone**, **Speaker** and **Camera** to **Logi Group Speakerphone** and **Camera**.

Connect to Smart TV

You can connect to the smart TV wirelessly. Make sure you have **connected** to the **CONF_Mech Wi-Fi**.

1. Go to **project to a second screen** and select **Connect to a wireless display**. If you use mobile or tablet, go to wireless projection.
2. Then the available devices will be shown. Select **Samsung TV**
3. It will connect to the tv and project laptop screen or mobile/ tablet screen.

OR

- I. In windows, Click on **notification button** on the right side of the task bar



Figure 26: Notification bar

- II. Then, Click on **Connect and Continue** from above step 2

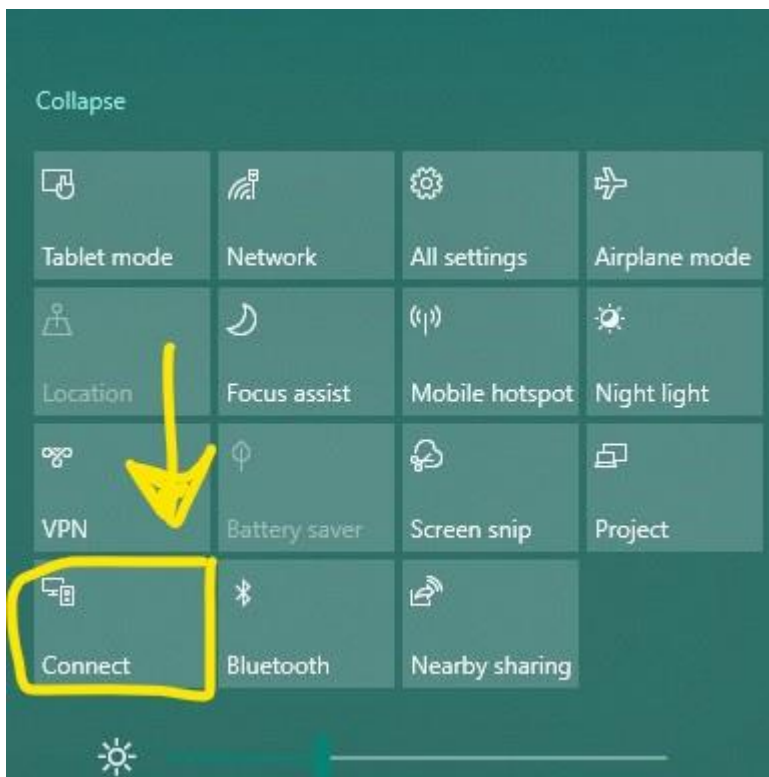


Figure 27: Connect to wireless screen