

the meeting point

Audio / Video Instructions

The Meeting Point is pleased to offer free WiFi for you and your guests

Guests:

Name: TMP_Guest

Password: welcomeguest

***Event Host:**

Name: TMP_2

Password: themeetingpoint2019

***Event Host** – Use this network if you would like to control the Sonos music player, Apple TV or display/mirror content from your device/phone to the TVs.

Otherwise, use the wall-mounted iPad to control music/speaker sound or the Apple TV remote that The Meeting Point provides.



There are
four remotes
to control the
Audio / Video

Remotes are located on the
console table near the
back-wall exit



Quick TV Setup

The TVs will be off when you arrive. Use the Vizio remote to power on the TVs.

Please power off all TVs at the end of your event.



The TVs should already be set to the “**Matrix**” input by default, which allows you to switch between Apple TV, Laptop / HDMI connection or Cable. If not, press “**INPUT**” on the remote for each TV at a time to select “**Matrix**”



Use the **TV Inputs** remote to switch between the Laptop / HDMI connection, Cable TV or Apple TV referring to the guide on page 10. You can choose which content you would like to display on any TV

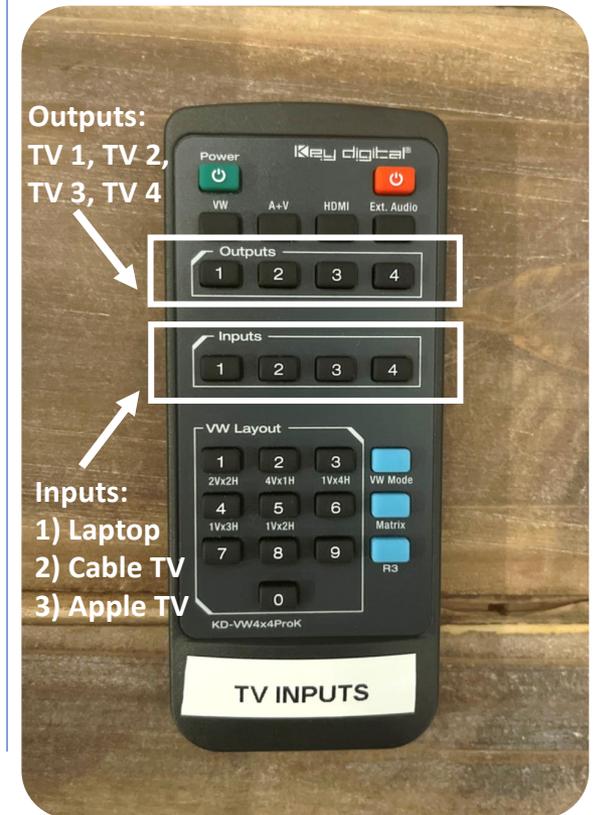


Diagram: TVs Labeled 1-4



The Meeting Point provides Apple TV, Laptop / HDMI Connection, SmartCast, and Cable that can be shown on one or all TVs at the same time.

You have access to four TVs labeled 1-4 to display your content from your device or play content on any or all TVs

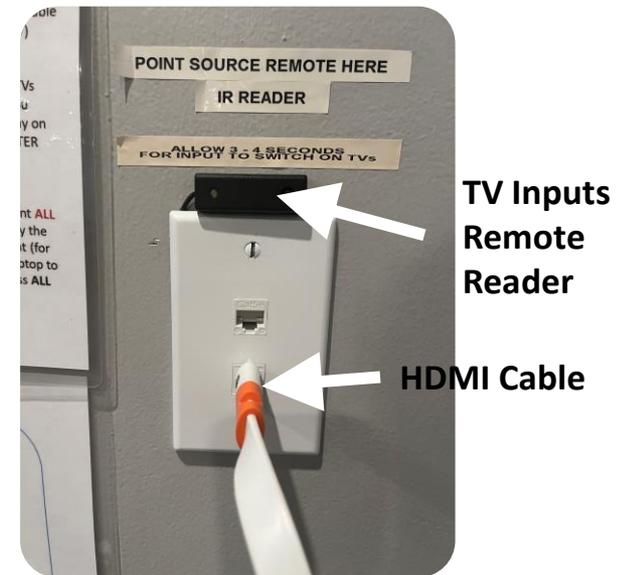
TVs (Outputs) Labeled 1, 2, 3, 4



The Meeting Point provides Apple TV, SmartCast, and Cable that can be shown on one or all TVs at the same time

There is also an HDMI cable to connect your device/laptop to display on one or all TVs **(see right)**

HDMI Connector
(Near Back Exit Next to iPad on Wall)



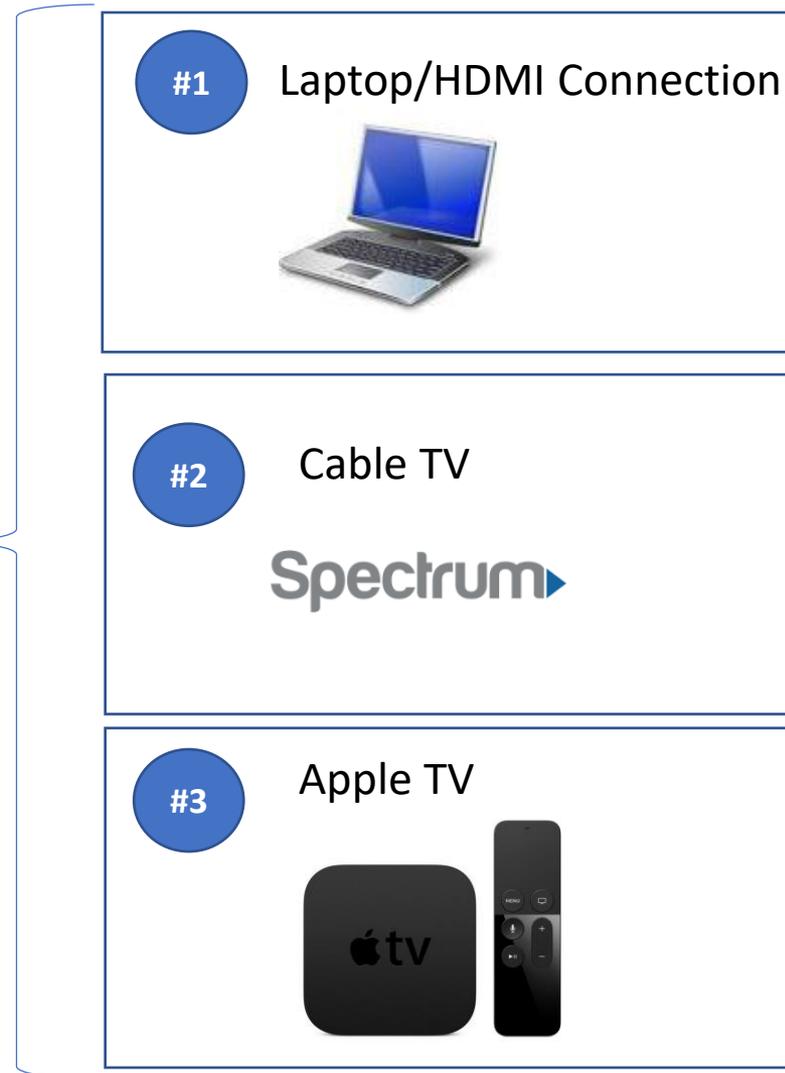
You can display content from a laptop to any or all TVs simultaneously.

Use the TV Inputs Remote to choose what source (i.e., Laptop, Cable TV, Apple TV) to display on any TV

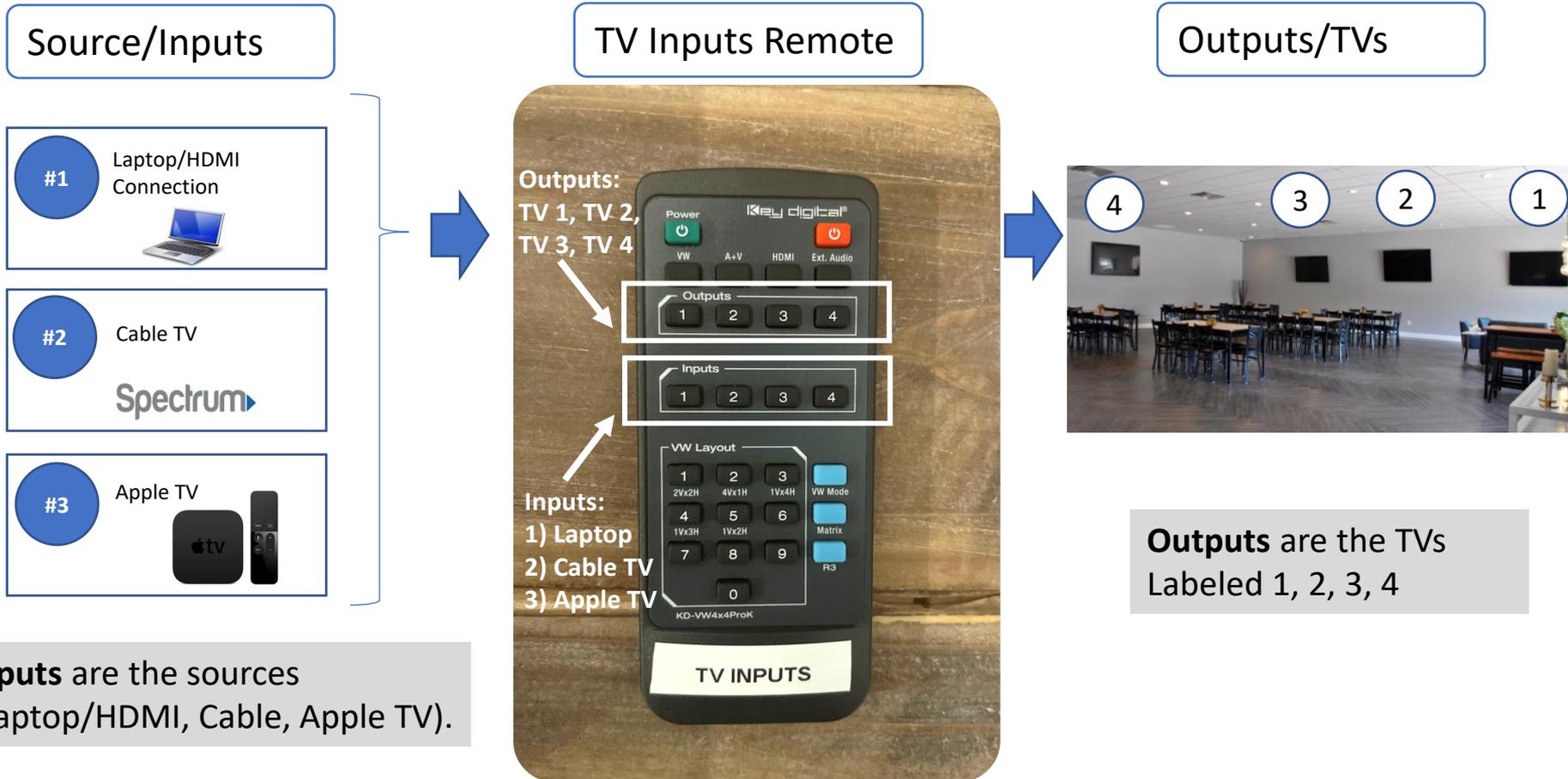


There are **three sources (INPUTS)** that connect to each TV (**i.e., OUTPUTS**) to display content – you can display these on all four TVs or on select TVs

SOURCES / INPUTS



The **TV Inputs Remote** allows you to control what you want displayed on any TV; for example, if you want Apple TV to play on all four TVs or on select TVs



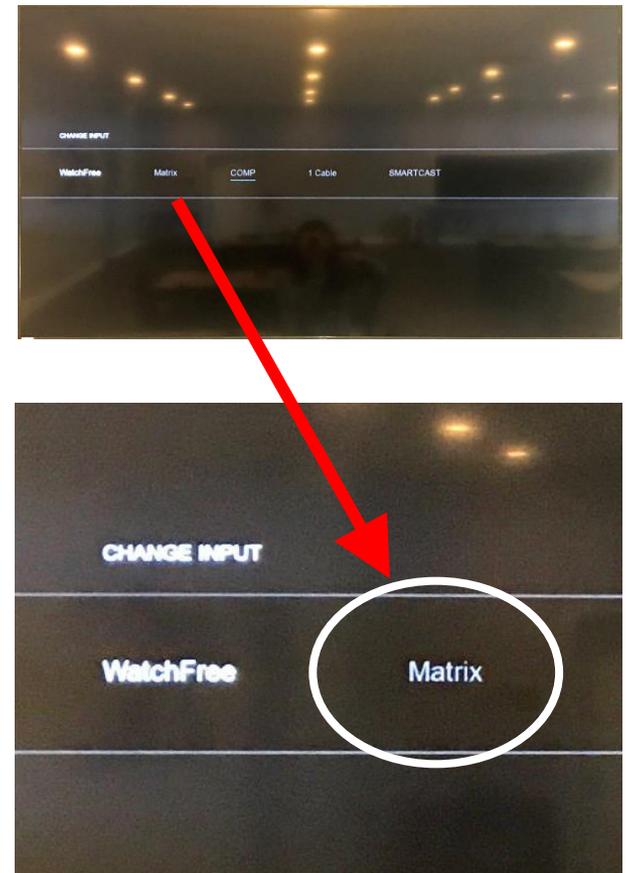
Important: TVs must first be set to the input labeled “**Matrix**” to play any of these sources. Refer to page 10 on how to set to “**Matrix**”.

But first, to play any of these sources (i.e., Laptop, Cable, or Apple TV), each TV must be set to input labeled “**Matrix**” using the **Vizio TV Remote**

1 Vizio Remote – Point at each TV and press **INPUT** to set to “**MATRIX**”



2 Vizio TV – Set to “**MATRIX**”



TV Inputs Remote

(To change sources and to select the TVs to display on)

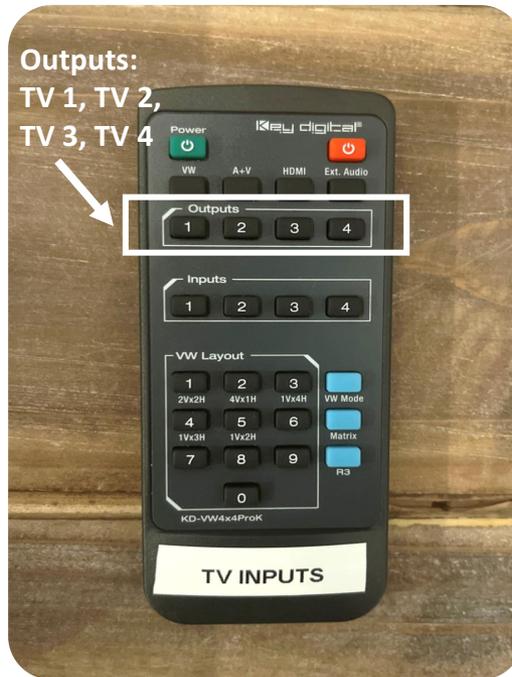
1. Point the **TV INPUTS** Remote at the Reader.



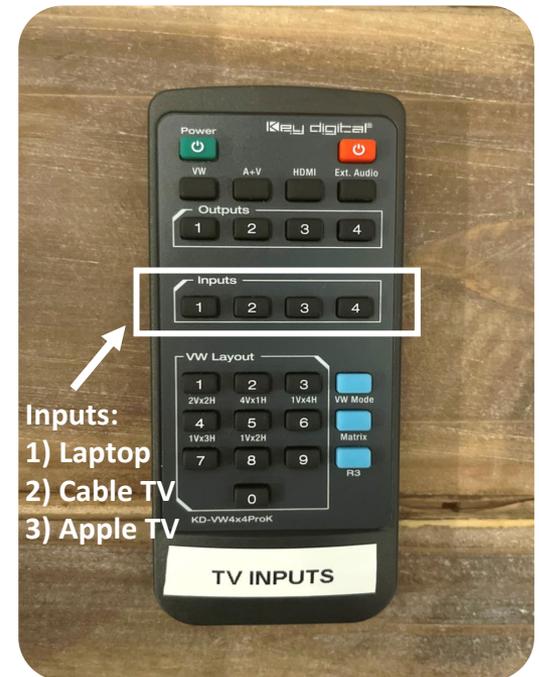
2. Push the **"HDMI"** Button.



3. Select the TV (**OUTPUT**) you want to display on (TV 1, TV 2, TV 3, TV4).



4. Select the Source (**INPUT**) you want displayed on the TV:
1) Laptop, 2) Cable TV, 3) Apple TV.
Repeat these steps for every TV.



Important Reminder:

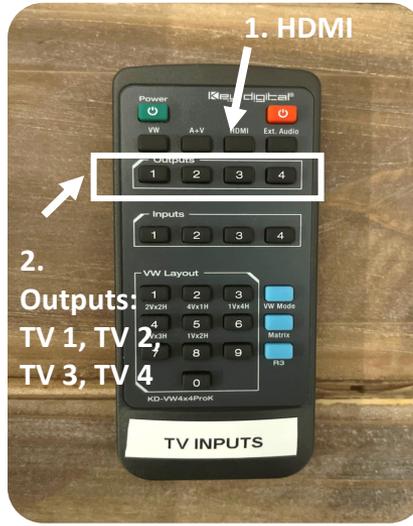
- TVs must **first** be set to the input labeled **"Matrix"** to display these sources (see page 10).
- Use the **Vizio TV Remote** and press the INPUT button to switch to **"Matrix"** on each TV.

Example 1 – To play Apple TV on all four TVs, Press “HDMI” > Output 1 (i.e., TV 1) > Input 3 (Apple TV) and repeat these same steps for Outputs #2, #3 and #4

1. Point Remote Towards the Reader

2. Press “HDMI”, Output 1 (i.e., TV 1), and INPUT #3 (Apple TV). Repeat steps for Output 2 (i.e., TV 2), Output 3 (i.e., TV 3) and Output 4 (i.e., TV 4)

3. Press INPUT #3 (Apple TV)



Apple TV will now display on ALL four TVs

Reminder: Each TV must be set to the input that's labeled “**Matrix**” to play any of these sources. Refer to page 10 on how to set to “Matrix”.

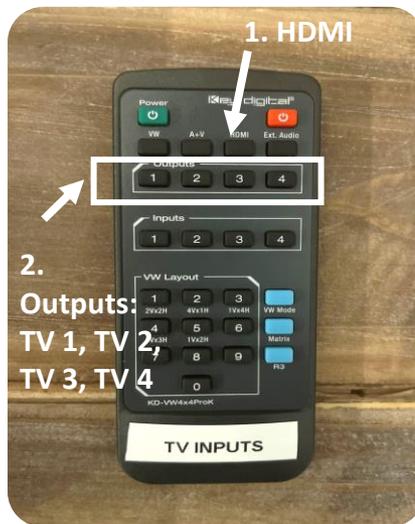


Example 2 – To play Laptop for Slideshows or PowerPoint on all four TVs, connect HDMI Cable to Laptop. Press “HDMI” > Output #1 (i.e., TV 1) > then Input 1 (Laptop). Repeat these steps for Output #2, Output #3, and Output #4.

1. Point Remote Towards the Reader

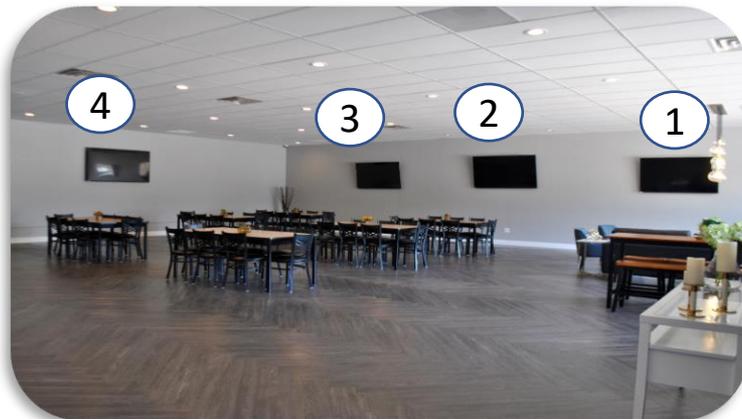
2. Press “HDMI”, Output 1, and INPUT #1 (Laptop). Repeat steps for Output 2, Output 3 and Output 4

3. Press INPUT #1 (Laptop).

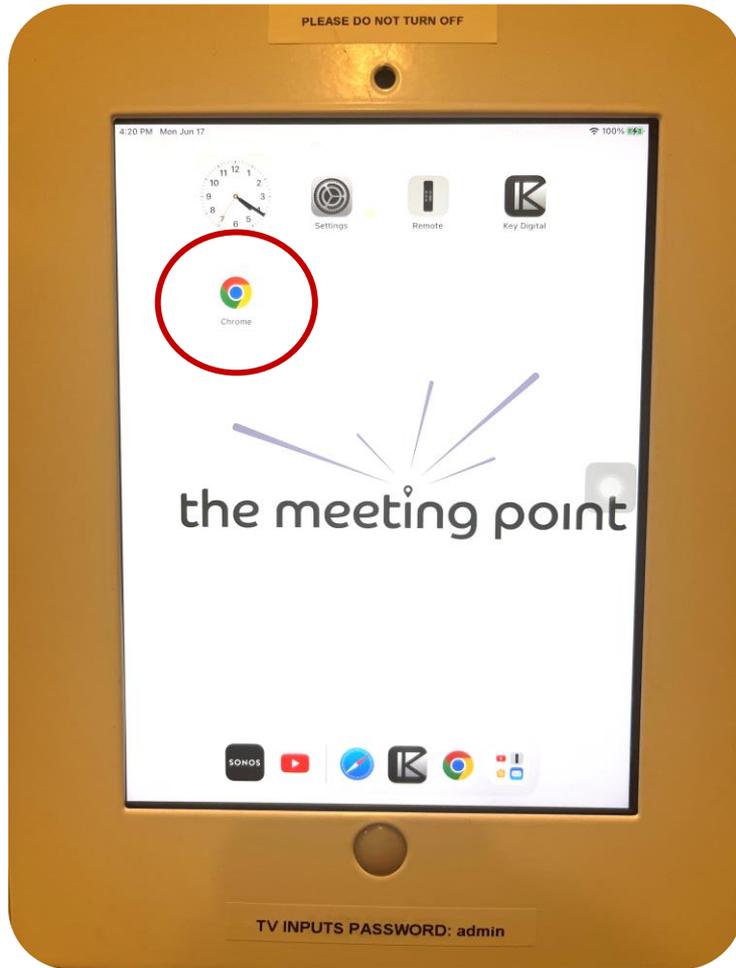


Laptop will now display on ALL four TVs

Reminder: Each TV must be set to the input that's labeled “**Matrix**” to play any of these sources. Refer to page 10 on how to set to “Matrix”.



ALTERNATIVELY – You may use the App on the iPad to switch source Inputs. Open the Chrome Browser from the iPad, select each TV, then select the source you need for each respective TV (i.e., Output). In this example, Apple TV is selected for each TV.



Important Reminders:

- Each TV must first be set to the input that's labeled "Matrix" to play any of these sources. Refer to page 10 on how to set to "Matrix".

- If the App doesn't appear in the browser, enter the following IP address into the web browser:

<http://192.168.1.239>

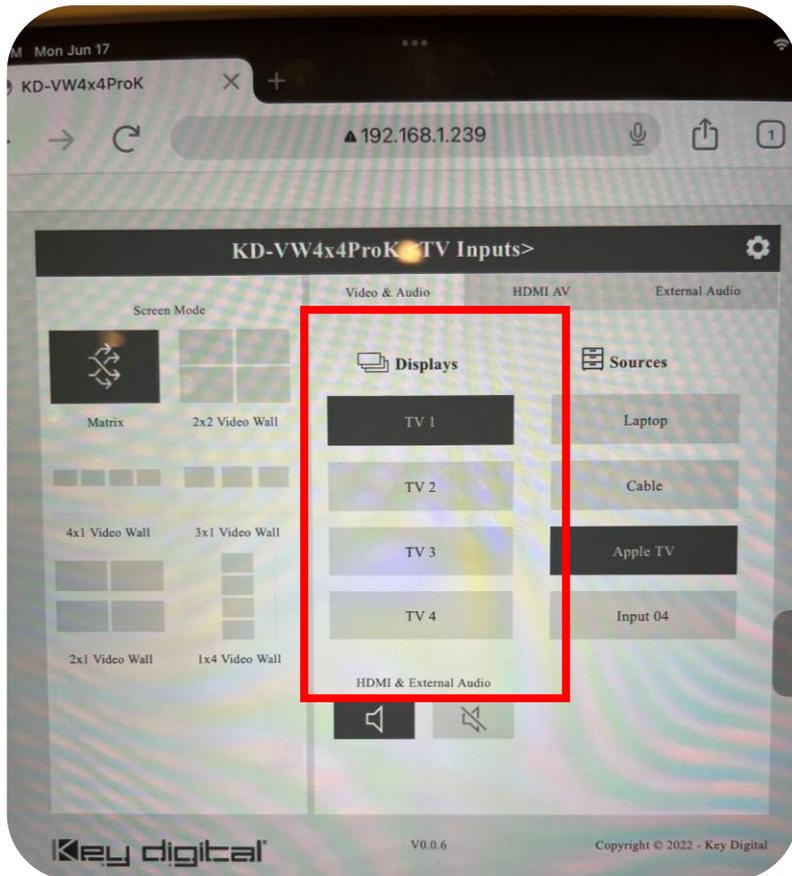
Use Admin Password:

admin

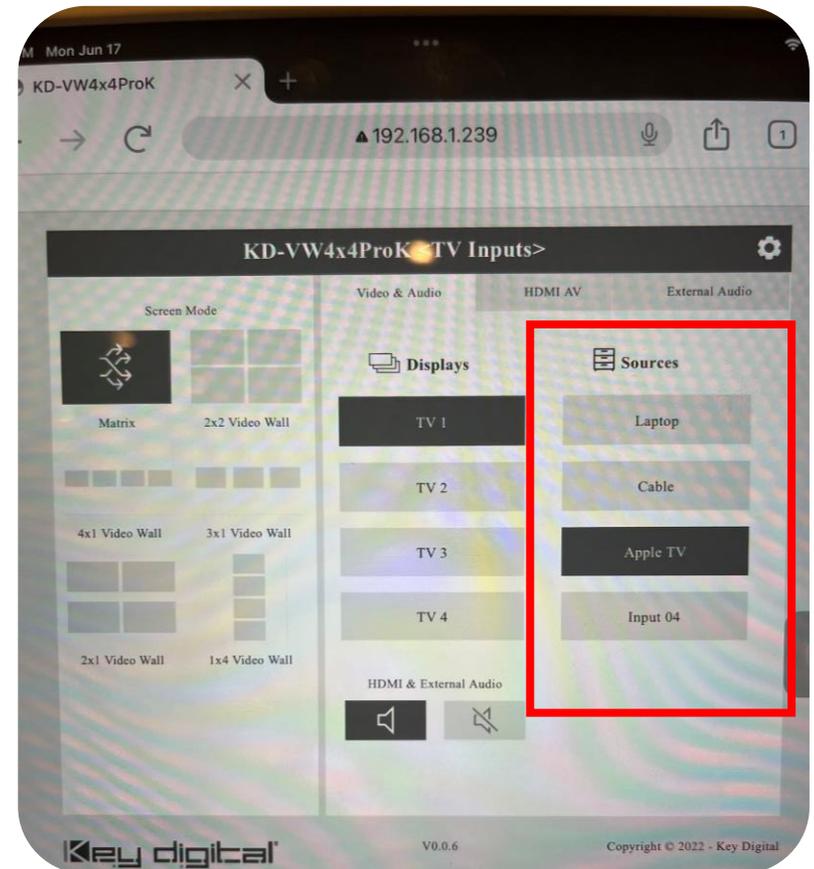
Continued on Next Page...

Alternatively – You may use the App on the iPad to switch source Inputs. **Open the Chrome Browser from the iPad**, select each TV, then select the source you need for each respective TV (i.e., Output). In this example, Apple TV is selected for each TV.

1. Select Display (In this example, TV 1 is selected)

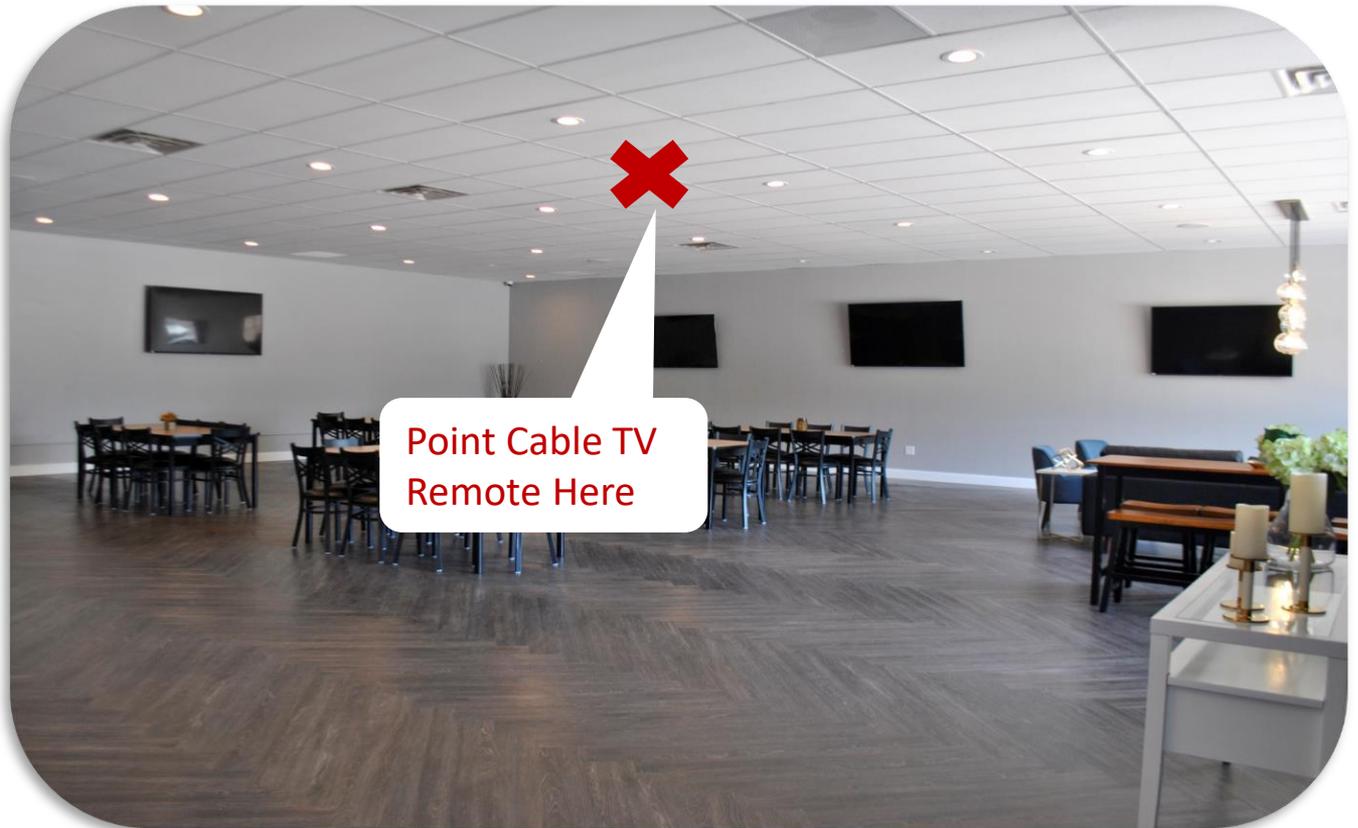


2. Select Source (In this example, Apple TV is selected on TV #1). Repeat these steps for other TVs.



NOTE: When playing Cable TV (regardless which TV it's displayed on), to change channels you must point Cable TV remote towards the reader on the ceiling as it's connected to all TVs

Cable TV Remote



SMARTCAST and WatchFree

Each TV is also built with SMARTCAST and WatchFree.
To access SMARTCAST or WatchFree, simply press the “INPUT” button on the Vizio TV remote control to change the source

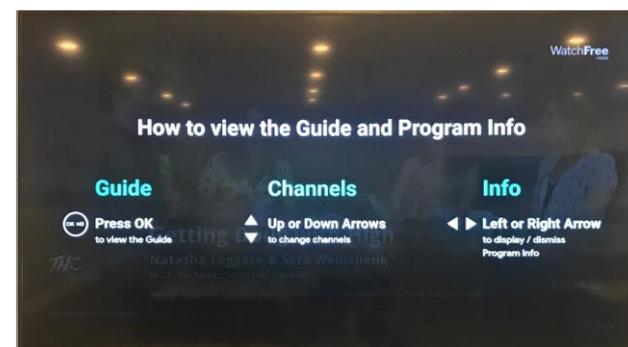
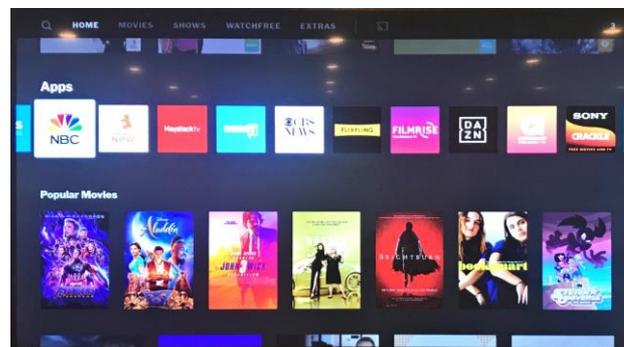
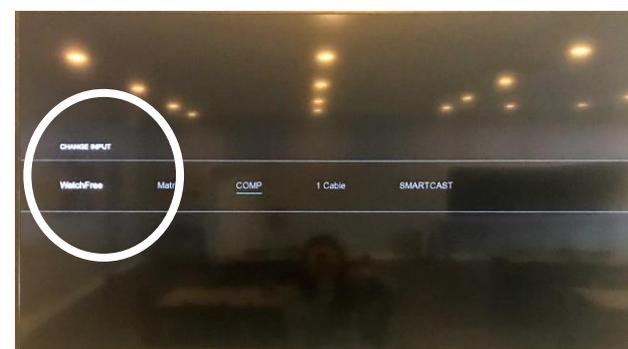
Vizio Remote



SMARTCAST – TV Apps



WatchFree – Free Channels



Use the Vizio TV remote to control these features and select/log into the TV apps of your choice

SMARTCAST – Use your table/phone to display or “cast” content onto the TV of your choice through any cast-enabled apps (e.g., Netflix, YouTube)

For example, if you’re playing YouTube on your phone, press the “cast” icon and select the TV (1, 2, 3, or 4) you’d like to display your content. Make sure you are signed into The Meeting Point’s WiFi.



Important: Casting content will automatically switch the TV’s input to “SmartCast”. If you want to go back to Apple TV, Laptop / HDMI or Cable, you must switch back to the TV input labeled “**Matrix**” to play any of these sources. Refer to page 10 on how to set to “**Matrix**”.

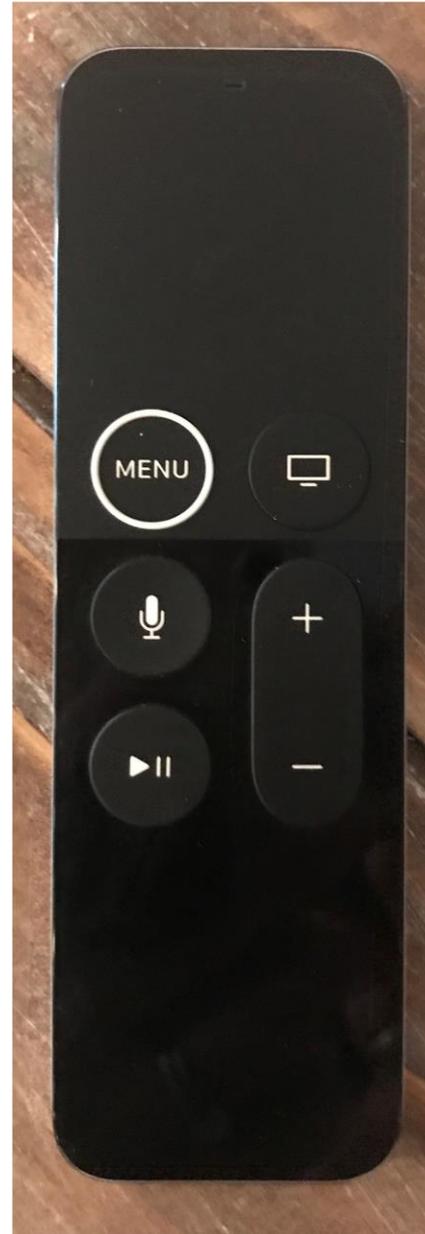
Apple TV

The Meeting Point provides an Apple TV remote control, or you may download the Apple TV Remote App

Apple TV Remote

Reminder:

If you prefer to use your own device/phone to control Apple TV or mirror content, you must be connected to the "TMP_2" wireless network to use Screen Mirroring and AirPlay from your device



Switching to Apple TV

1. Use the TV INPUTS Remote to Switch to Apple TV - Input #3 (see page 11)

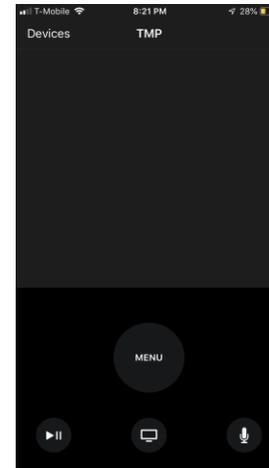
1. Point **TV Inputs Remote** towards the Reader located on the wall next to the iPad.



2. Control using Apple TV Remote or download Apple TV Remote on your Device*



Apple TV Remote



Apple TV Remote App*

3. Apple TV comes with preset Apps, but you can sign in with your Apple ID*

To Sign In:

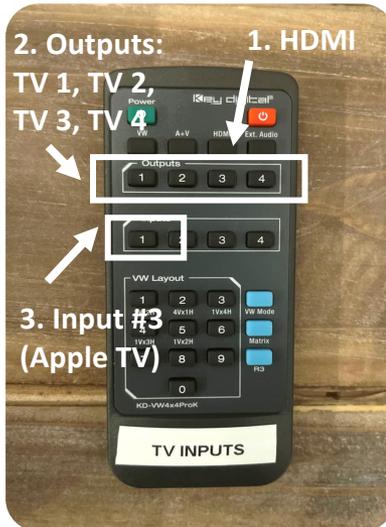
Menu > Settings > Accounts

* Remember to sign out at the conclusion of your event



Display on all four TVs:

1. Press "HDMI" + OUTPUT 1 + INPUT 3
2. Press "HDMI" + OUTPUT 2 + INPUT 3 (Apple TV)
3. Press "HDMI" + OUTPUT 3 + INPUT 3 (Apple TV)
4. Press "HDMI" + OUTPUT 4 + INPUT 3 (Apple TV)



* To use your phone, you must be signed in to the **TMP_2 Wireless Network**

Reminder: TVs must be set to the input labeled "Matrix" using the Vizio Remote to switch to Apple TV – refer to page 10

Using Apple TV Remote App to Control From Your Device

After downloading the Apple TV Remote App, make sure you're connected to "TMP_2" wireless network*

Select TMP Apple TV

< Search



Apple TV Remote

Apple

OPEN

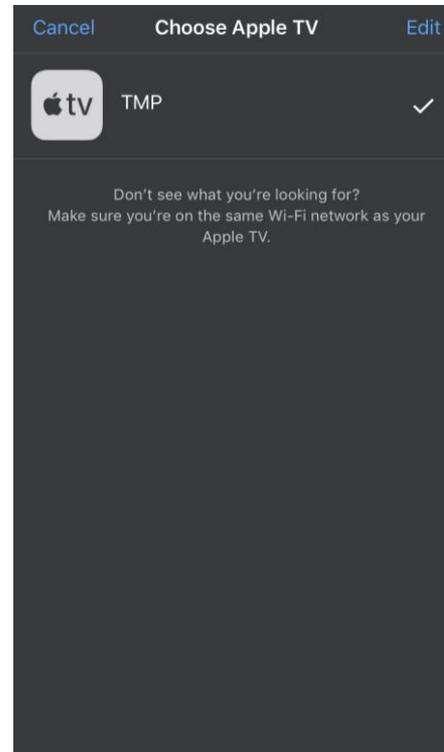


Event Host Sign-In:

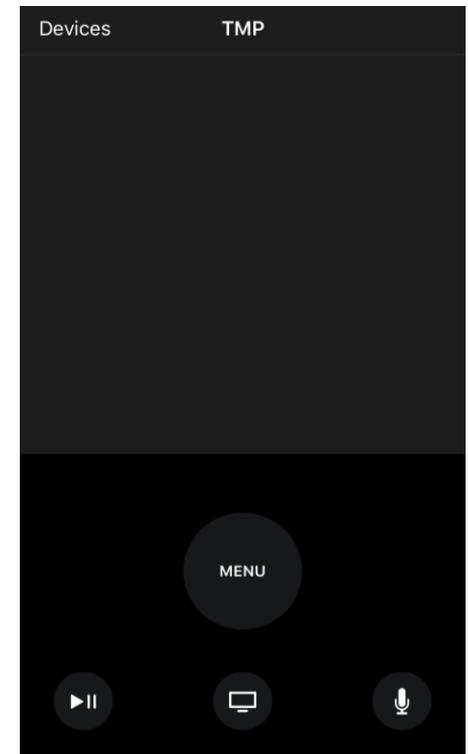
*Network: TMP_2

Password: themeetingpoint2019

The app will search for the "TMP" Apple TV and then select TMP



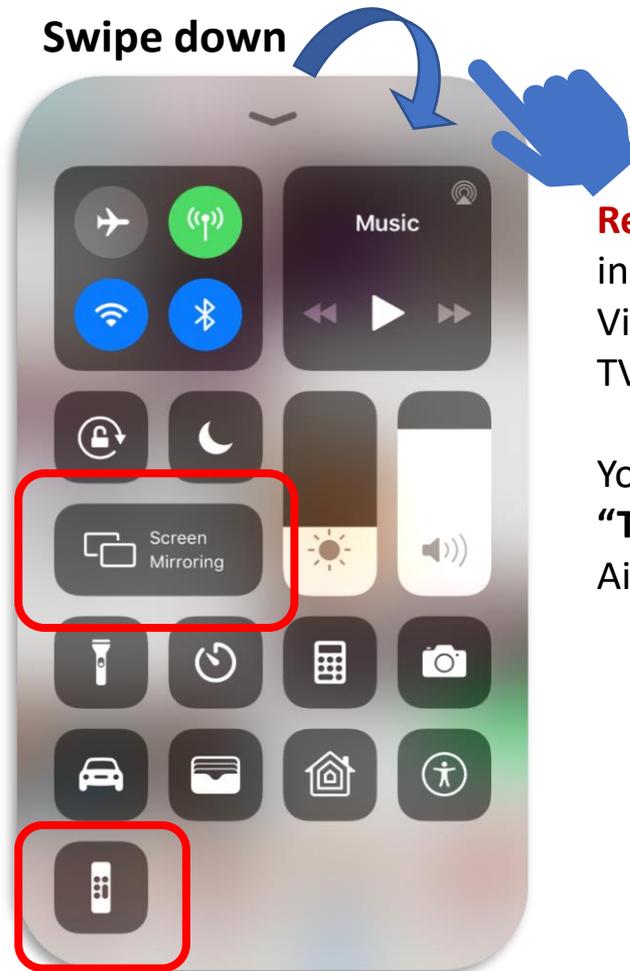
Now you can control Apple TV from your phone or device



Reminder: TVs must be set to the input labeled "Matrix" using the Vizio Remote to switch to Apple TV – refer to page 10 if needed

Apple TV - Use your tablet/phone to display with AirPlay or “mirror” content onto the TV of your choice

Swipe down



To activate **Screen Mirroring** from your iPhone, simply “swipe down” from the top of your phone to reveal the controls, select “Screen Mirroring”, and then select the TV to project onto or TMP APPLE TV for all TVs

Swiping down also reveals the Apple TV Remote Control if you’ve downloaded the app

Reminder: TVs must be set to the input labeled “**Matrix**” using the Vizio Remote to switch to Apple TV (see page 10)

You must be connected to the “**TMP_2**” wireless network to use AirPlay / Screen Mirroring

Sonos Wireless Music System

The Meeting Point provides a wall-mounted iPad near the back-wall exit to control Sonos, or you may download the Sonos app

Controlling Sonos Music Player

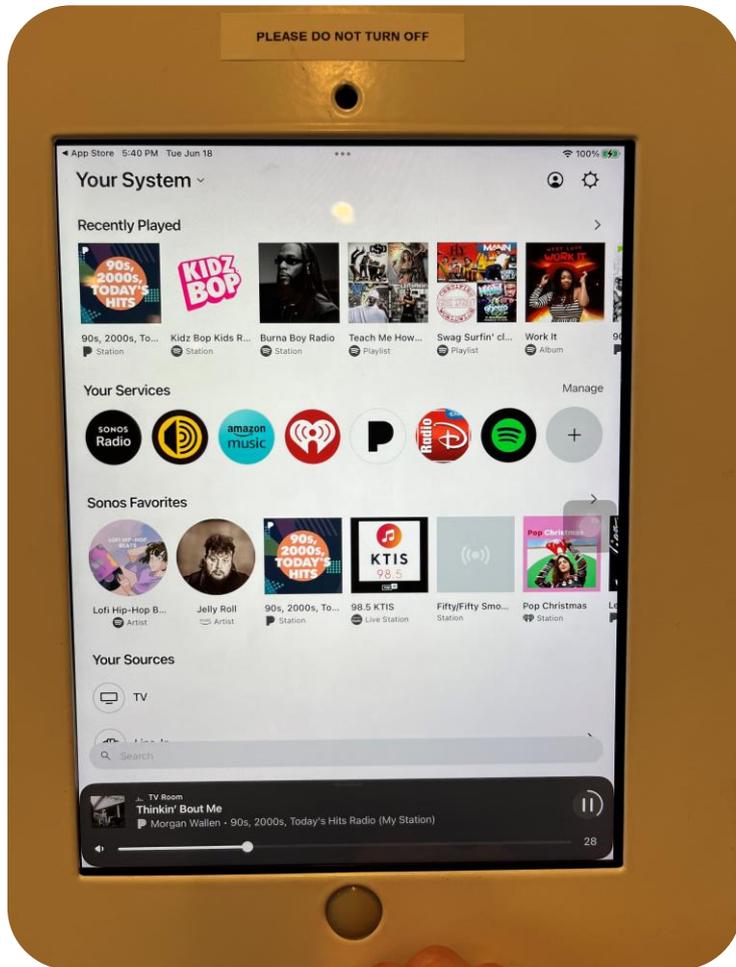
Reminder:

If you prefer to use your device to control Sonos, you must be connected to the "TMP_2" wireless network and have downloaded the Sonos App. Otherwise use the wall-mounted iPad to control music

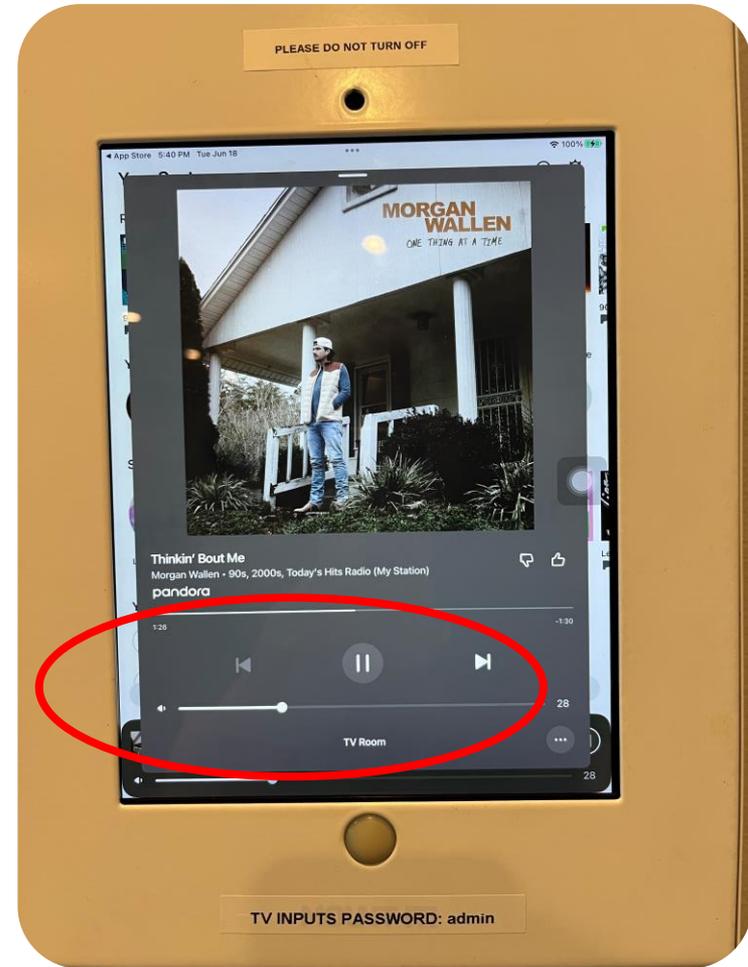


Selecting stations/music

Select "Sonos Favorites" for preset stations or you may use the Search bar at the bottom

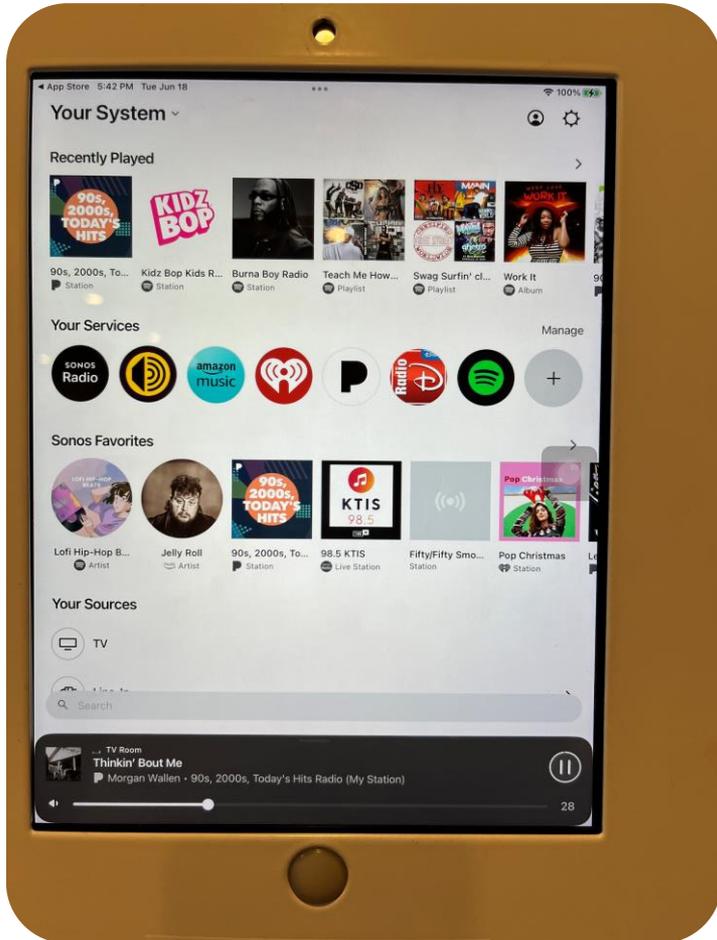


Once station is selected, you can control volume, pause/play sound

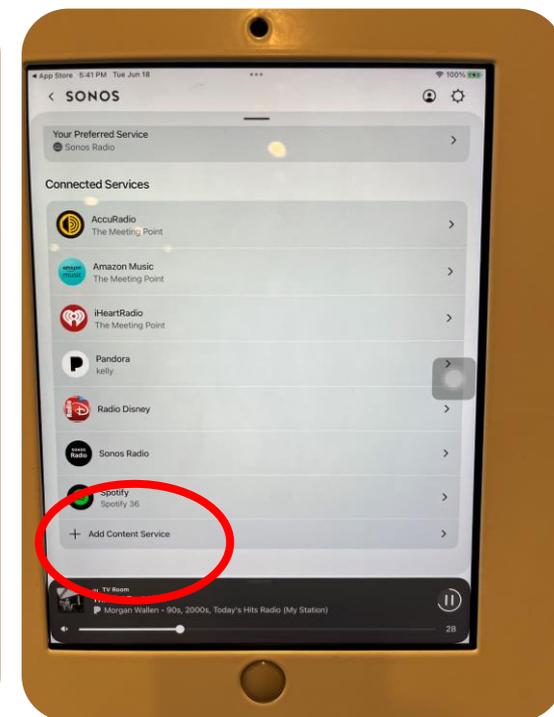
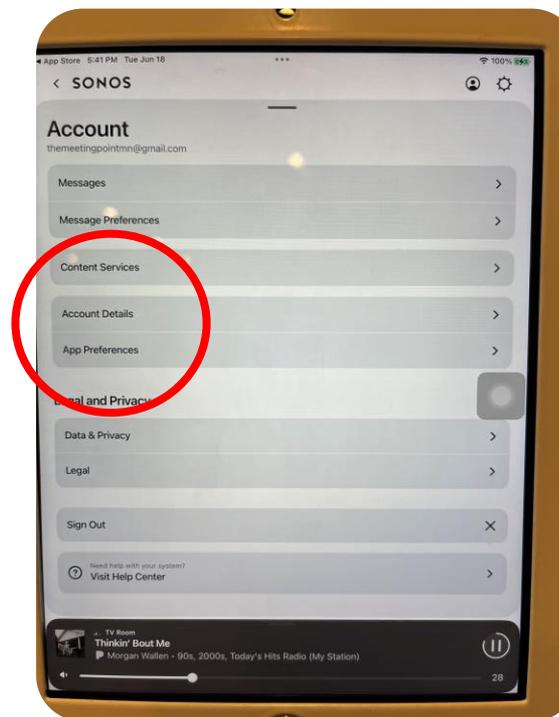


Adding Music Service

Select "Account" to add another music service



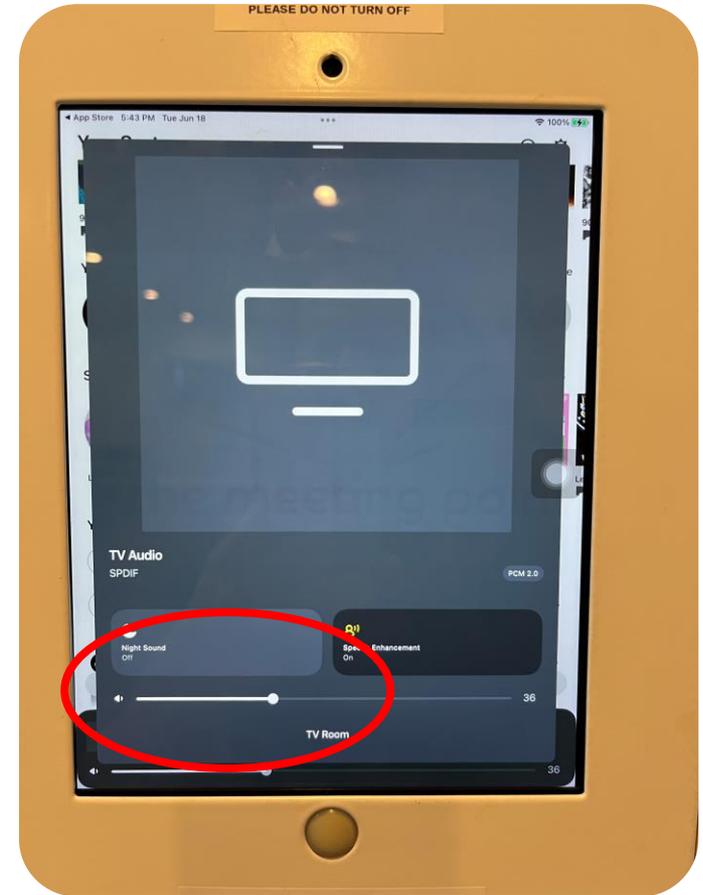
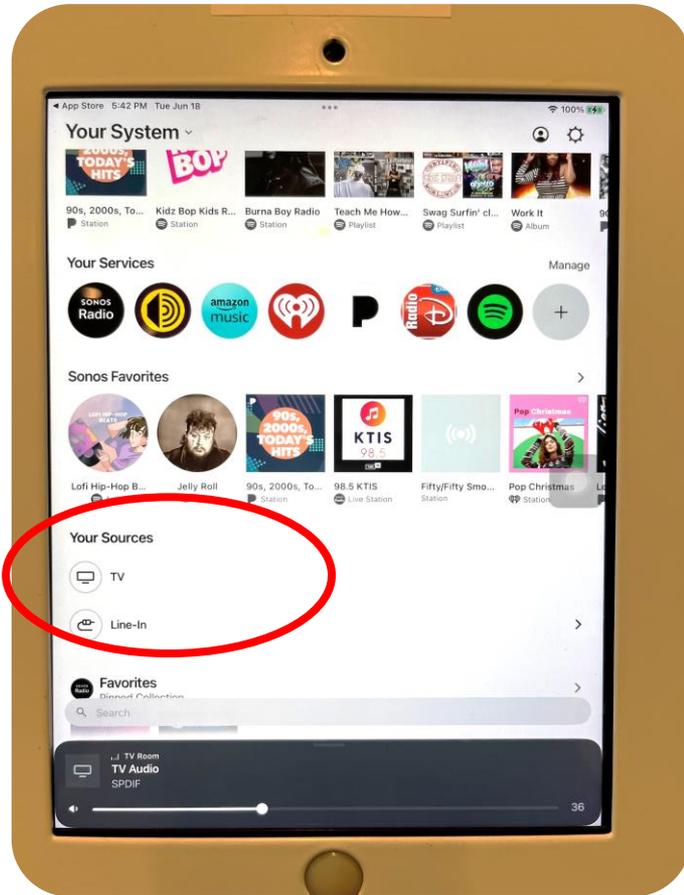
Select "Content Services", then "Add Content Service"



Playing TV Audio

1. Select "TV" under "Your Sources" to switch to TV Audio.

2. TV Volume is now playing over the speakers and can be controlled from the iPad.

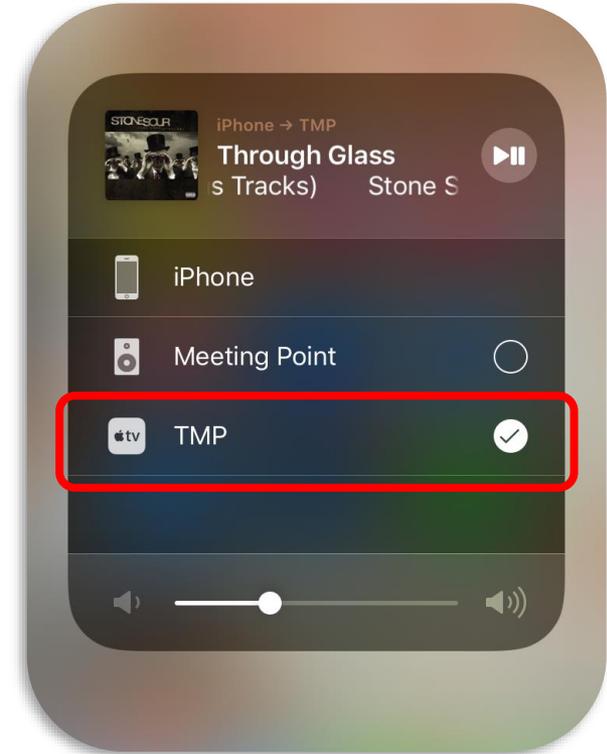
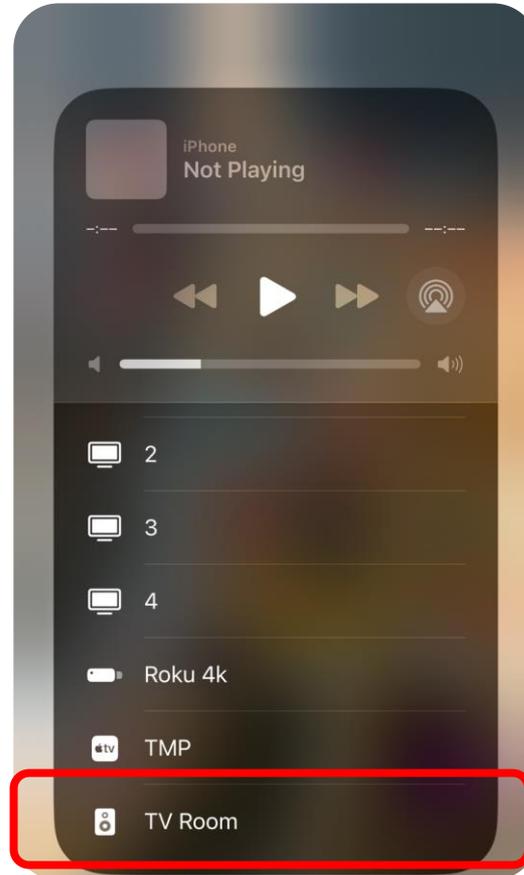
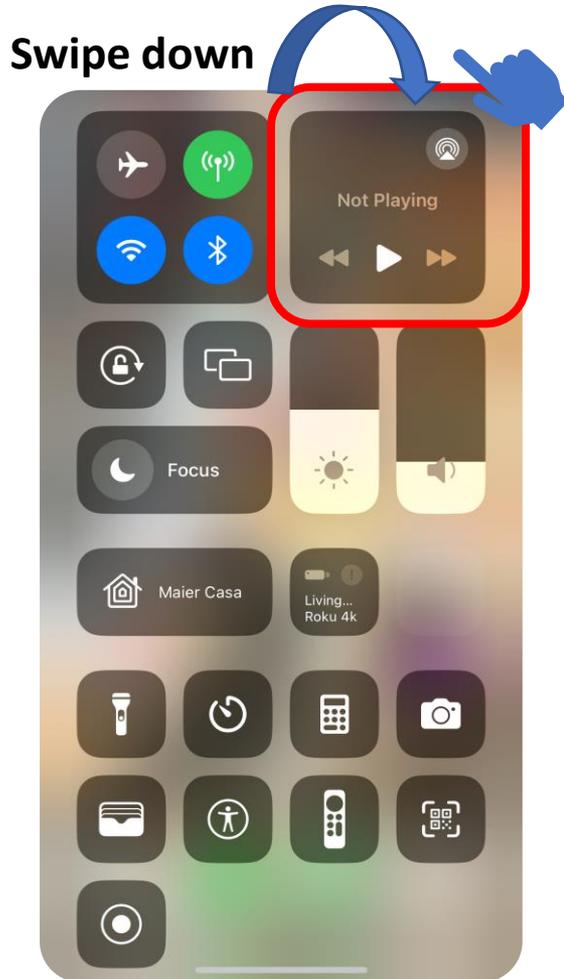


Playing Your Music Library From Your Phone/Device (you must be connected to *TMP_2 wireless network)

On iPhone, swipe down to reveal music controls

Select the "TV Room" speaker icon play to speakers

You can also play on select TV speaker through Apple TV**



Event Host Sign-In:

*Network: TMP_2

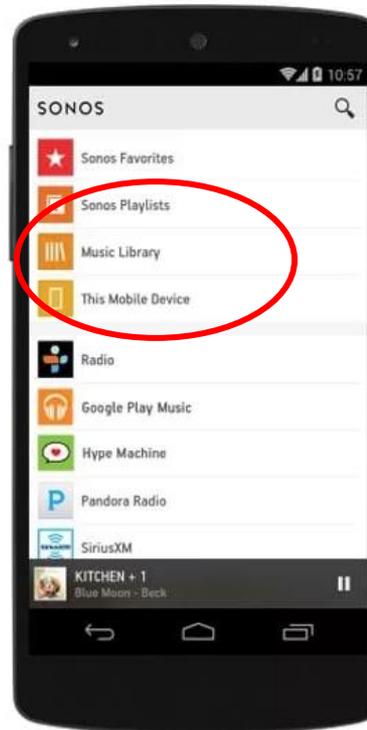
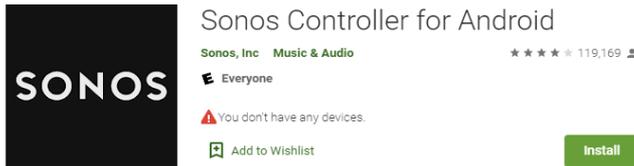
Password: themeetingpoint2019

****Reminder:** TVs must be set to the input labeled "Matrix" using the Vizio Remote and switched to Apple TV if you want to play music to Apple TV (see pages 9 and 21)

Playing From Android Phone/Device

Download Sonos App from Google Play, connect to "TMP_2" wireless network*

Select "Browse" to access Music Library once connected to "Meeting Point" Speakers



***Network:** TMP_2
Password: themeetingpoint2019