

Using Foothills Technology (Hardware)

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How To: Wirelessly Connect to the TV in the Conference Room

Using Miracast (Windows)

Steps:

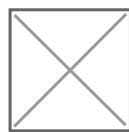
1. Connect to the Same Wi-Fi Network:
 - Connect your laptop to the below network:
 1. SSID: CourageousLove-Staff
 2. Password: F00th1lls987!
2. Connect from Your Laptop:
 - On your Windows laptop, press the Win + P keys to open the Project menu.
 - Select More Display Settings
 - Select Multiple Displays, you may have to scroll down
 - Select Connect to Wireless Display
 - Choose your TV from the list of available devices.
 1. TV Name: FHConferenceRoom
 - Follow any on-screen instructions that may appear on both your laptop and TV.
 - Select if you want to duplicate the screen or extend it.
3. To disconnect press the Win + P keys and select disconnect.

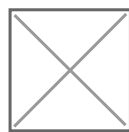
Using AirPlay (macOS)

If you have an Apple TV or a smart TV that supports AirPlay, you can use AirPlay to wirelessly share your Mac's screen.

Steps:

1. Connect to the Same Wi-Fi Network:
 - SSID: CourageousLove-Staff
 - Password: F00th1lls987!
2. Mirror Your Screen:



- On your Mac, click the Control Center Icon,  at the top right of the screen.
- Click on Screen Mirroring
- Select FH Conference Room

- Enter the Airplay code from the TV screen into the window provided on your MAC screen.
 - Your Mac's screen should now be mirrored on your TV.
3. To disconnect go back to the screen mirroring options and click on FH Conference Room.

Troubleshooting Tips:

- **Update Software:** Ensure both your TV and laptop have the latest firmware and software updates installed.
- **Check Network Connection:** Verify that both devices are on the same Wi-Fi network and the connection is stable.
- **Restart Devices:** Sometimes, simply restarting both the laptop and the TV can resolve connectivity issues.

How To: Using the Meeting OWL

Power on the OWL

- Plug the power cable into an available power outlet near your workstation.
- The eyes of the OWL will flash. This indicates that the OWL is receiving power and is starting up.
- The OWL will go through a brief self-check process.
- After a few moments, the OWL will emit a soft chime and light up in a steady white color. This indicates that the OWL is ready to be connected to your device

Connect the OWL to Your Device via USB

- Locate the USB cable that came with the OWL.
- Plug one end of the USB cable into the OWL and the other end into your device (laptop, desktop, etc.). The connections on the OWL are located on the bottom.
- Most devices will automatically recognize the OWL as a camera, microphone, and speaker.

Set Up the OWL in Your Video Conferencing Software

- Open your preferred video conferencing software (e.g., Zoom, Microsoft Teams, Google Meet).
- Go to the settings section and select the OWL as the default device for the camera, microphone, and speaker.
 - Camera: Choose "Meeting Owl" as the camera.
 - Microphone: Choose "Meeting Owl" as the microphone.
 - Speaker: Choose "Meeting Owl" as the speaker.

Position the OWL

- Place the OWL in the center of the room for optimal 360-degree video and audio capture.
- Make sure it's on a flat, stable surface.

Test the Connection

- Start a video call and verify that the OWL is working correctly. Ensure that participants can see and hear you through the OWL.

Troubleshooting (if necessary)

- If the OWL is not recognized, try:
 - Unplugging and replugging the USB cable.
 - Restarting your device.

How To: Connect Laptop to TV Cart

1. Plug the TV into power.

2. There are 2 cables plugged into the HDMI ports on the TV. Find the one that corresponds with your laptop and plug it into your laptop.

3. Turn on your TV and laptop.

4. Using the source/input button on the TV remote, select the HDMI input you used. The ports are labeled on the TV. Pick the one that is attached to your laptop. It should be HDMI 1 or HDMI 2.

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2 Way-Radio Usage Guidelines

Channel No.	Use
1	General/ All Foothills
2	Family Ministry
3	AV/Music
4	Undecided
5	Undecided
6	Undecided
7	Undecided
8	Undecided
9	Undecided
10	Undecided
11	Undecided
12	Undecided
13	Undecided
14	Undecided
15	Undecided
16	Undecided

Guidlines for Use:

- **Keep communications on main channels brief, clear, and to the point.**
- **Move longer conversation to an undecided channel**
- **Assume your conversations are not private and that anything said could be overheard by an unintended listener**
- **Return radio to its charging station when finished using it.**

Note: None of these channels are private or secure. They can be picked up by anyone using a similar radio within range.