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**Cove Central Communications**

**C((•))veCentral**  
C O M M U N I C A T I O N S

### **IMPORTANT NOTE:**

Please do not skip the section in RED below **“Putting Everything Back After Your Meeting”**.

By deleting your invited participant from this system, will eliminate the possibility of them being accidentally invited by the next person who will be using this Conference System.

## **USING THE CONFERENCE ROOM SYSTEM WITH WIDESCREEN MONITOR FOR WEB MEETING**

### 1. START WITH THE LAPTOP *(It is set for camera, so don't move it!)*

The monitor should be set for the 3CX dashboard. If not, click on the 3CX icon (next to the Google icon), which will take you to the 3CX dashboard. Then click on **WebMeeting** from the left bar navigation. **It will automatically log you in 3CX WebMeeting.**

### 2. TURN ON THE WIDESCREEN MONITOR



To turn on the Monitor, use the Remote as found on top of the credenza. Press the Red Button on top left of the remote. This will turn on the monitor. To navigate to the PC icon, first press the Source button (as shown on left). The Source button can be found on the top right of the remote. From there, scroll your way to select the PC icon. After a few seconds, the 3CX WebMeeting from the laptop should show up on the widescreen monitor.

### 3. USING THE MOUSE & KEYBOARD

To be able to navigate the screen, the presenter can use the wireless keyboard and mouse which can be found on top of the conference table. First, turn on the mouse and the keyboard. Once mouse is found, you can navigate the screen with the mouse and the keyboard during your presentation.

### 4. PAIRING THE CONFERENCE SYSTEM WITH THE MONITOR



As the monitor and laptop are not loud enough to deliver a web conference, you'd need to pair the laptop with the Conference System. From the bottom of the computer screen, click on the 'Notification' icon on the bottom right. This will open up a window. From there, make sure to check the Bluetooth icon (as shown on left), and then dropdown to the arrow next to the icon. **Make sure that the Yealink CP960 is connected ON.**

### 5. PAIRING THE CONFERENCE SYSTEM WITH THE LAPTOP

Go to the Conference System as located on top of the conference table. Click on the **Bluetooth icon** which can be found on the bottom right of the Conference System screen. After click thru, make sure Bluetooth is turned on by sliding the button and the paired device is should be connected also.

### 6. USING THE CONFERENCE MICROPHONES FOR ATTENDEES IN ROOM



Spread out the wireless microphones off the base to cover all the attendees in the conference room. You may speak close to them for better reception on the other end of the meeting. The last step is by going back to the laptop and the **3CX dashboard**. **Doubleclick on WebMeeting by the left navigation bar which will automatically log you in 3CX WebMeeting.** Then, click on the 'Invite People' icon (as shown on left). The icon can be found on the top right-hand panel **above the word Attendees**. This will allow you to invite participants to your web meeting via email. Enter their name, email and click Add. Then click on OK which will send them an invitation with a Meeting URL link. **Make sure to notify your participant about the email invitation.** Once they join, you'll be able to see them on the screen and hear them from the Conference System. You are now ready to start your meeting.

### **PUTTING EVERYTHING BACK AFTER YOUR MEETING:**

- > Go back to the 'Invite People' screen from the 3CX WebMeeting. **Select your participants using the check box and delete them from the system.** You may now click out of the web meeting.
- > Turn off the monitor using the remote.
- > Put the Yealink wireless microphones back in the base.
- > Turn off the mouse and keyboard when not in use.