

	SoftTech Engineers Ltd.	Document No: 1.29
		Date of Issue: 09/29/2025
	IT HELPDESK – SOP 1.29_Connect 5th floor conference devices (Phone, LAN, T.V. Screen, Audio and Video) using ClearOne device	Revision No: 00
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Approvals	Title	Signature/Date
Prepared By: -	IT HELPDESK	09/29/2025
Reviewed By: -	IT Manager	09/29/2025
Approved By: -	VP	09/29/2025

According to the SOP, you can perform the following steps, step by step, to complete the process.

Step 1: Please switch on television and Conference room Camara.

Step 2: Please remove cover cap of the Camara which is installed below television.

Step 3: Make sure drivers to be installed from this path ->\\192.168.1.210\VC\Driver\Drivers_USB3.0 and run the setp.exe (This is one time installation required).


Step 4: Please connect USB cable to laptop coming from ClearOne Device.

Step 5: Please connect LAN cable to ClearOne Device.

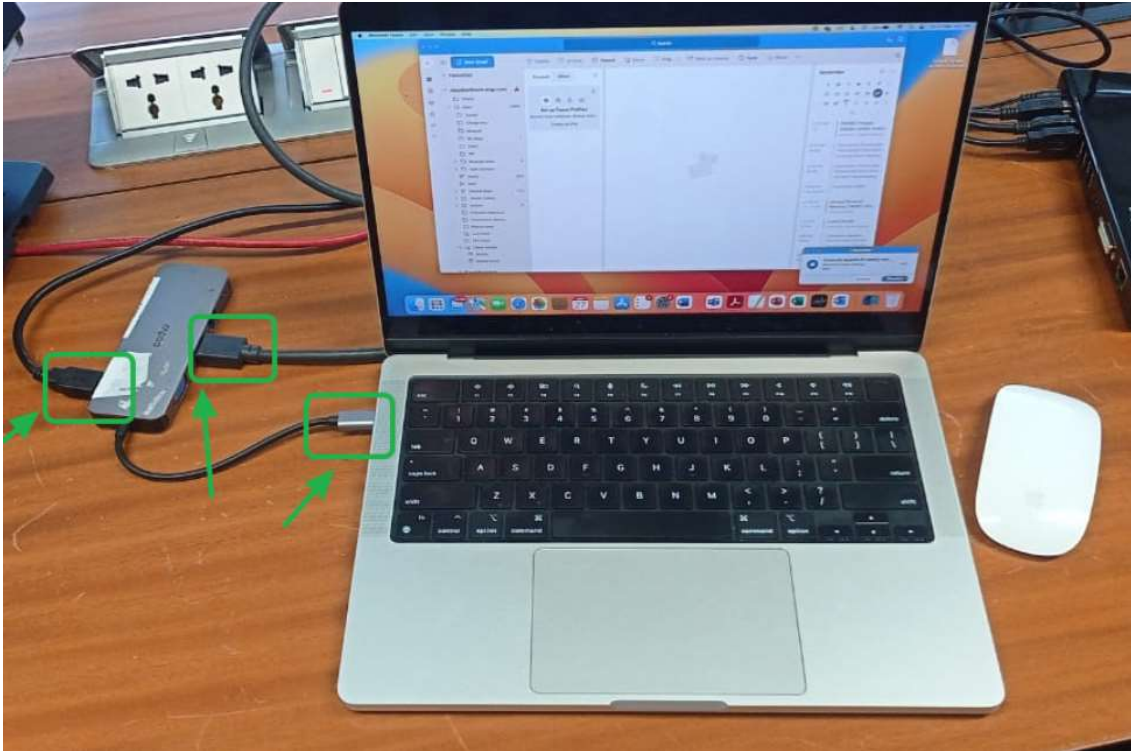
Step 6: Make sure your HDMI1 or HDMI 2 has been connected to ClearOne Device on HDMI port.

Step 7: Once you successfully connected all above ports, please start your meeting application (Zoom, Ms Teams or etc.) and go to application setting and select Audio and Video.



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Step 7: If you are connecting IOS Apple device, please connect using C type connector and once you are connected, it's look like below for apple device.



Step 8: 5th floor ClearOne device and it’s ports specification details as below for our ready reference and internal records.

