How to setup and operate the A/V System in Conference Room B

When the dividing wall is up, no entry into Room A should be necessary to operate the projector in Room B.

Room B Setup

- **Plug your laptop to the VGA cable** on top of podium in Conference Room B. MAC users see front desk to borrow adapter for MacBook to VGA.
- Turn on your laptop and wait until it has fully loaded. A three prong power strip is provided at podium for charging.
- **Press the PC button** on the wall to turn projector on and bring the screen down.
- The light on the podium VGA connection will be orange if the projector is not getting a signal from the computer, green if the signal is being received.
- If light on the podium is orange even though the projector is on and the computer plugged in to the VGA, please use the appropriate F button to adjust the screen: on the MEC HP ProBook, this is Alt + f4.
- A connection to the internet is provided in the podium with a blue Cat 5 cable to connect if needed.
- If you experience any problems please see the front desk staff or read notes below to troubleshoot.

Volume Control

- **An Audio cable** is attached to the VGA cable and this is **optional.** It plugs into your headphone port if you need to project sound from the computer through the audio system.
- Audio is controlled by the buttons on the wall (bottom button for volume up / down and the one above for mute).
- There is no microphone installed in Room B.

To Shut Down the System Power after Use

- **Turn off the projector** using the button that says "Display Off" which is the second button down.
- Shut down your Laptop and *__return borrowed equipment__* such as laptops, power cords, adapters, and remotes.

Troubleshooting display: optimal resolution is 1024 x 768 for the projector and if you are only able to see your background on the projector screen but not your icons, you may have your laptop set up for extended desktop instead of duplicate display. To change this setting, right click on the desktop > select properties > find the settings tab (depending on your operating system). Change the display to be duplicate instead of extended.

NOTE: If you experience difficulty with setup instructions above or if you hear audio projected from Room A into Room B, you may need to enter Room A to adjust the settings on the touch screen if someone has combined the rooms accidentally:

- In **Room A,** Touch Panel Screen behind podium should be set up by default as divided rooms (no B tab present).
- If you need to verify or fix this, press the **touch screen to start**. > Touch the Tab for **Power and Setup** on the right, then **Room Setup** on the lower right. > Press **Rooms Separated** button.
- Video routing is handled independently of the Audio so it is still possible to use the rooms separately if the rooms are in combined mode and you are unable to enter the A side to correct this (only audio is combined) but the volume in Room B will need to be muted to avoid disruption.