1) If the console is powered off, turn the main switch to **ON**.

2) Press the **ON** button on the wall-mounted control panel to power on the projectors and lower the main screen.

3) Press the **2** button to lower the side screens. For advanced functionality, refer to the **Control Keypad Functions** guide mounted on the wall near the control panel.

4) Set **video switch box** to desired device – Computer, Blu-Ray, Laptop, HDMI.

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*If you are having difficulties using equipment in this room, call extension 3166*
1) Set video switch box to **Computer**
2) Press **Power** button
3) Follow login instructions for:
   - **Windows**
     a. Control - Alt - Delete
     b. Click OK
     c. Enter user name and password
     d. Click Enter
1) Shut down your laptop and connect the Laptop Video cable to the video output port on your laptop. Please note: the Laptop Video cable is VGA-compatible only. Certain laptop models will require a DVI-to-VGA adaptor, a Mini-VGA adaptor, or a DisplayPort-to-VGA adaptor. Consult your owner’s manual for further information.

2) Set video switch box to Laptop

3) For Internet connectivity, connect to HSUWireless, the campus wireless network. Details on registering your laptop and connecting are available at http://humboldt.edu/its/wireless

4) For laptop audio output, connect the laptop audio cable to your laptop’s headphone jack. Make sure your laptop’s audio is not muted.

5) Connect your laptop’s AC adaptor to a power outlet and start up your laptop.

6) If you still do not see an image, refer to the laptop troubleshooting guide later in these instructions.

7) When finished, shut down your laptop and disconnect all cables.

8) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, Powering Down the System.
Playing a DVD/Blu-Ray Disc

1) Set video switch box to Blu-Ray
2) Insert your disc into the Blu-Ray player. Use the player’s remote control for playback.

Using the Document Camera

   It will be projected on the side screens.

   Note that there is no need to have the computer turned on to use the document camera.
Using the Microphones

1) Open the cabinet below the Blu-Ray player and the video switch box.

2) Two microphones are available, a lavalier (A) and a conventional wireless microphone (B).

3) Power up the lavalier microphone using the power button on the top of the device.

4) Power up the conventional wireless microphone using the power button on the side of the device.

5) Adjust sound volume on the mixer.

When finished using the microphone(s), please power them off by holding the power button for 3 seconds.
An HDMI cable is provided for connecting devices such as some laptops, iPads/iPhones and Android devices.

1) Set display switch box to **HDMI**.

2) Connect your device to the HDMI cable.

*Please note: Certain devices, such as iPhones and iPads, will require an HDMI adaptor. Consult your owner’s manual for further information.*
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the function key (FN) located in the lower left-hand corner of the keyboard, and at the same time, press the video toggle key, which is located along the top of the keyboard. Look for the text CRT/LCD or an icon of a display and a laptop.

For Mac Laptops:
1) Go to System Preferences/Display.
2) Select the Arrangement tab and check the Mirror Displays box.

Powering Down the System
1) Power down Computer
   Windows
   Start Menu -> Shut Down -> Click OK
2) Press the OFF button to power down all projectors and retract all screens

Who to Call for Assistance
If you are having any difficulties using equipment in this room, call extension **3166**