If you are having difficulties using equipment in this room, call extension 3166.

**Display**

1) Press the **On button** on the video control panel

![Display Image]

**Using Console Computer**

1) Set video control panel to **Computer**
2) Press **Power** button on the PC
3) Follow login instructions for: **Windows**
   a. **Control - Alt - Delete**
   b. Click **OK**
   c. Enter user name and password
   d. Click **Enter**

![Using Console Computer Image]
Projecting table displays on main screen

1) Press the button of the desired table (Table A-E) to display it on the room’s main screen. Pressing the source button (Computer, Laptop, Document Camera, HDMI) will return left monitor to table control.

2) Select the INS button to display the instructor’s screen at all tables.

Using the Document Camera

1) Set video control panel to Document Camera.

2) Power on the Document Camera. Note that there is no need to have the computer turned on to use the document camera.

3) Press the Live/Win button to switch between showing the Windows desktop and showing the camera image full-screen.
Using a Laptop

1) Turn on your laptop.

2) Press Laptop button on video control panel.

3) Connect the Laptop Video cable to the video output port on your laptop.

4) Connect your laptop to Aux Cord to have sound.

5) Connect your laptop’s AC adapter 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.
Using an HDMI Device

An HDMI cable is provided for connecting devices such as some laptops, iPads/iPhones and Android devices.

1) Set display switch box to HDMI by pressing the HDM button

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.
Playing a DVD/Blu-Ray

1) Press DVD on the white control panel.
2) Insert media
3) Use the remove control to utilize features.
Laptop Troubleshooting

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) Press the Off button on the video control panel
2) Power down Computer
   Windows
   Start Menu -> Shut Down ->
   Click OK

Who to Call for Assistance

If you are having any difficulties using equipment in this room, call extension 3166