



CONFERENCE CENTER A using Laptop Computer

The conference center has an integrated touch-screen display dedicated to the Audio Visual (**AV**) system located behind the podium on the wall in Room A. To control the AV system in **Room A**, press **Power and Setup > Room Setup >** Press the **Rooms Separated** button. Video routing is handled by Room A and Room B tabs individually when room audio is combined so you should NOT see separate tabs for A and B projectors.

Room A Setup with Laptop

- Turn on your computer and connect to the VGA cable on top of podium. MAC adapters are available for use from the front desk to convert to VGA.
- Touch the panel screen on wall behind you (wall behind the podium in the corner of the room) to start.
- Press **Room A Projector** tab.
- Press **Lectern Laptop**: the projector screen drops and projector turns on automatically.
- If the light on the podium is orange, please use the appropriate F button to adjust the screen: on the MEC HP ProBook, it is Alt + f4. Once this is done, the light on the podium should be green and the image projected.
- Computer volume is controlled through the main volume button present at the top left corner of the touch screen but the laptop must have the audio cable plugged in to the audio jack on your computer (it is attached to the VGA cable).
- Troubleshooting: if you see your background but not the icons or start menu on the projector, you may have your laptop set up for extended desktop instead of duplicate display. You may change this setting by right clicking on the desktop, selecting properties, and finding the settings tab (depending on your operating system).
- Troubleshooting: optimal resolution for these projectors is 1024 x 768.

Microphone Volume Control

- Press the **Power and Setup** tab on the right side of the screen.
- Press **Mic Volume** button (bottom left side of the Power and Setup tab).
- Press **▲ or ▼ arrow** to adjust volume up or down.
- Press the **Speaker Icon** to mute or un-mute the microphone.
- If you intend to use the other microphone on the podium to moderate a web conference through the desktop computer, please pull the main microphone handle slightly out of the podium and disconnect manually to prevent feedback on the computer (muting is not enough).

Shut Down the System Power after Use (EXTEND THE LIFE OF OUR PROJECTORS)

- Shut down the **Laptop**
- Press **Power and Setup** tab.
- Press **Room A Projector Off** button (twice) in the middle; projector screen goes up automatically.
- **DO NOT** use the *All Power off* button to power down the entire system in both the A and B sides because anyone with a presentation in the B side will have their projector turned off as well.