

## Conference Room

You need to use the touch screen control panel to deploy the screens and turn on the data projectors. If you are using a Macintosh notebook computer you should check out a video adapter from the Reservations desk.

1. Connect your video and/or audio source to the wall plate in the southwestern corner using the supplied cables. Contact the SUB reservations desk for additional cables. Most plates should be three inches from the floor.

2. Approach the touch screen and lightly tap the blank screen until the instruction page appears. This should guide you through the setup process.

3. Press the projector button (upper left hand corner).

4. Now press the enable button on the screen. This will bring down the projection screen and the data projector from the ceiling. It will take approximately 90 seconds for the screen and projector to deploy and activate.

5. To select your video source press the video button on the edge of the touch screen.

6. Press the touch screen button for your desired source. The image on the right will change as you select different sources.

You can choose from two video sources:

Computer  and Video 



7. When using a laptop, a combination of function keys will enable/disable the external display. Usually, the combination of the 'Fn' key along with one of the 12 function keys gets the external display to come on or off. For example, Dell laptops use Fn + F8 key combinations to toggle through external display selections. Hold down Fn and then press and release F8 twice to display on the notebook screen and the data projector.



8. To select your audio source press the audio button on the edge of the touch screen.

You can choose from two audio sources:

Video  (RCA component) or Computer 

**NOTE: This room also has capabilities for one wired microphone and one wireless microphone. The volume of these cannot be adjusted with the touch panel. If you need the volume adjusted please seek assistance at the SUB Reservation Desk.**



Press the touch screen button for your desired source. The image on the right will change as you select different sources.



9. Once finished store the screens and turn off the projector. Press the projector button (upper left hand corner).

10. Now press the store button. This will store the projection screens in the room .

11. Now press the Off button on the edge of the touch screen. The screen will ask if you want to turn the system off and reset everything to default. Press Yes and the system will shut down and reset for the next user.

