Room Operations
for
BOE Conference Rm.

To increase the successful projection of your computer, you should know how to:
- adjust the Resolution Ratio (1024 x 760 pixels)
- place the computer Display in Dual, Clone, or Mirror Mode

- Before starting, make sure the AV System is on. In the cabinet above the DVD / VHS player, there is a red switch that should be on.

- Plug the VGA cable into the Computer In jack in the Table Pop Up panel or Floor Box. If needing audio, plug the audio cable into the mini Audio In jack. Plug the opposite end of the VGA cable into the computer's VGA Out jack and the mini audio cable into the Headphones Out jack.
Using the Wall Controller:
- Press the **Display On** button to activate the projector.
- Press the **Floor Box VGA** button or **Table Pop Up** button, depending on where you plugged the computer in.
- Turn computer on.
- Lower the screen using the white toggle switch on the wall.
- It takes about a minute for the projector to be ready, and you should see the desktop projected.
- If the desktop is not showing, check to make sure the Aspect Ratio of the computer is not higher than 1024 x 760 pixels.
- Also check that the computer is not in Extended Monitor mode, but in Mirror, Clone or Identical Monitor mode.
- To hear any Audio from the computer or any media device, turn up the volume on the Wall Controller and on the computer.

Using the DVD-VHS Player
- Make sure the DVD-VHS player is on.
- Push the DVD / VHS button on the Wall Panel.
- Control the player using the Control buttons on the Wall Panel.
External Devices

- To use an External DVD, VHS, or any external device, plug the device into the Table Pop Up AV Video and Audio In jacks.
- Press the Table Pop Up Video button on the Wall Controller.
- Adjust the volume from the Wall Controller.

Please press the Off button on the Wall Panel when finished, Thank you.