

# Room Operations

for

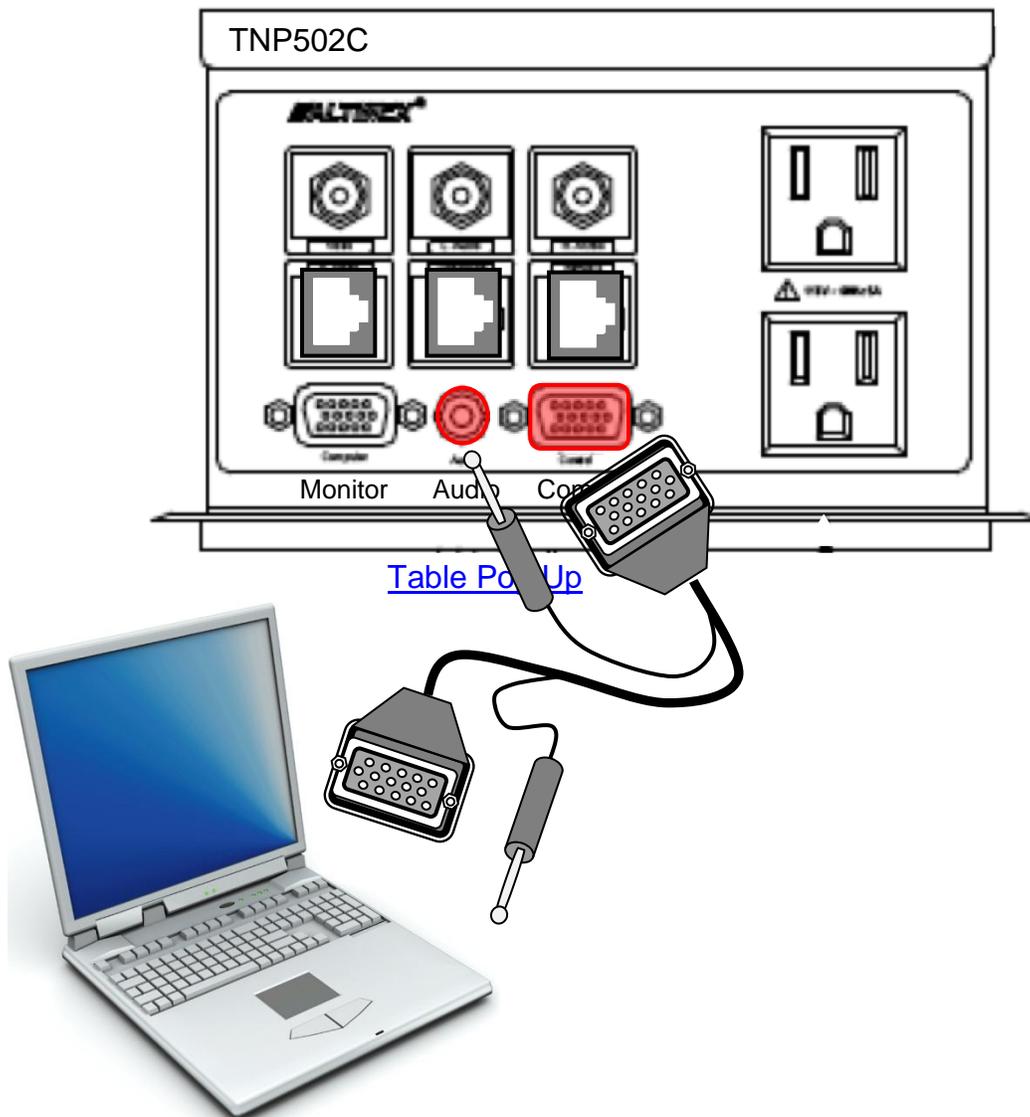
BOE Conference Rm.

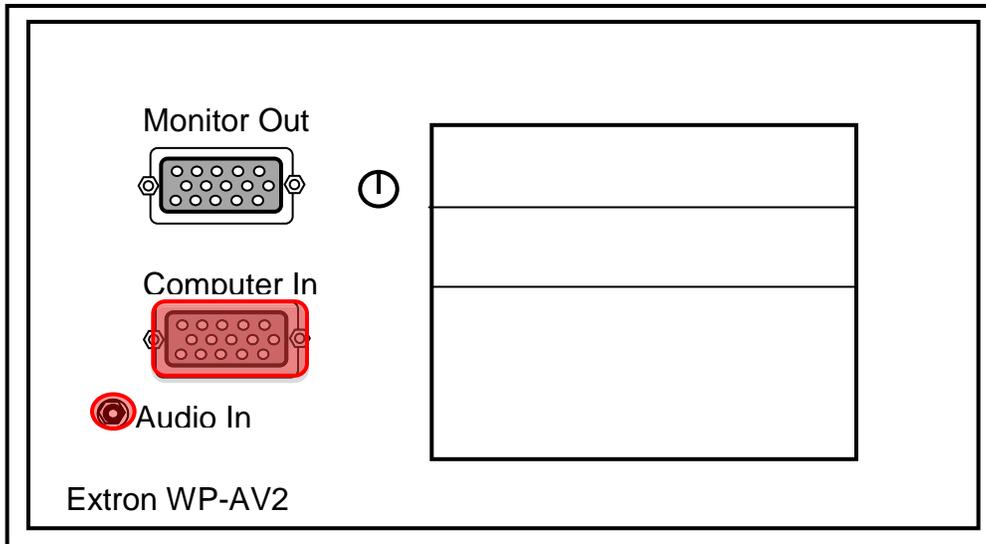
To increase the successful projection of your computer, you should know how to:

- adjust the Resolution Ratio (1024 x 760 pixels)
- place the computer Display in Dual, Clone, or Mirror Mode

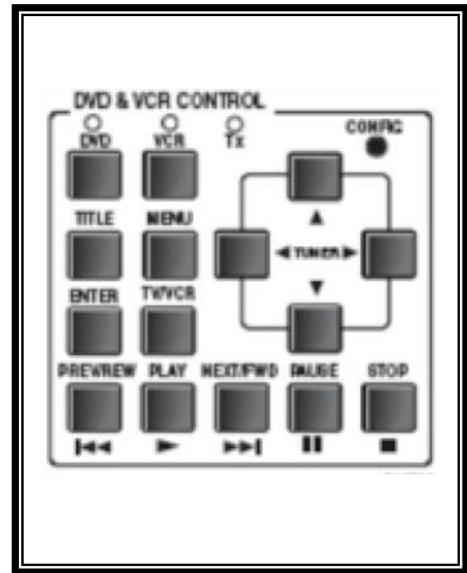
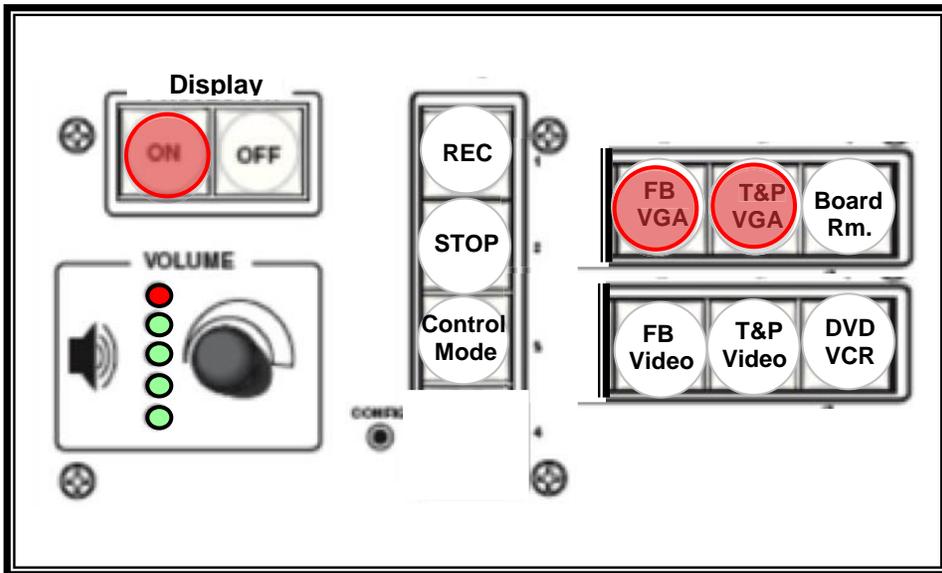
- Before starting, make sure the AV System is on. In the cabinet above the DVD / VHS player, there is a red switch that should be on.

- 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.





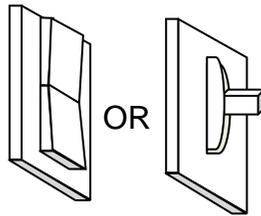
**Floor Box**  
Board Conf. Rm.



**Wall Control Panel**  
Board Conference Rm.

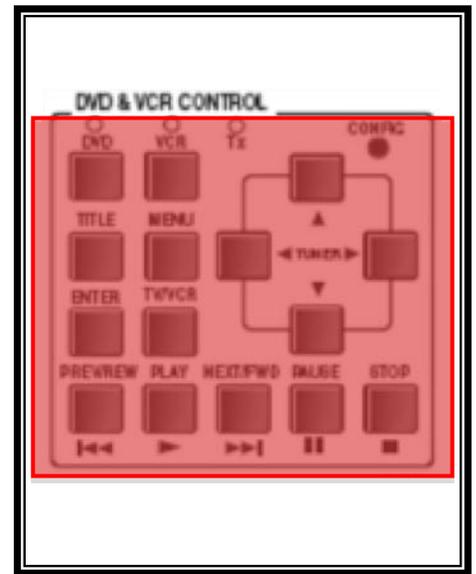
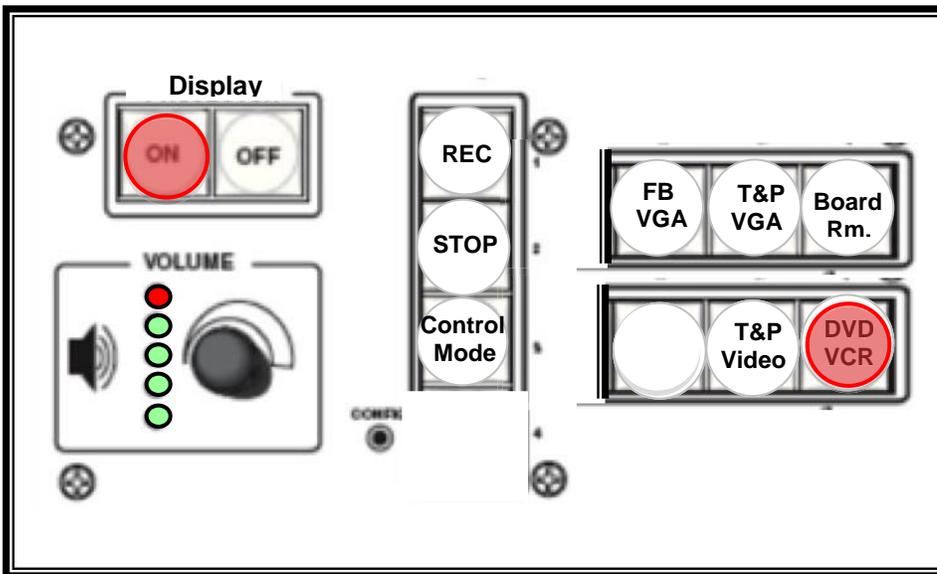
Using the Wall Controller:

- 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.



### Screen Toggle Switch

- 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.



**Wall Control Panel**  
Board Conference Rm.

### 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.**