Meeting Room Equipment Use - Instructions

 An Agreement Form is required before the date of your reservation. Use of the Meeting Room equipment is available after having an orientation about the use of the equipment. The projector and screen are provided. Users must provide a laptop, HDMI cable *or* an adaptor that will convert your laptop to HDMI compatible.
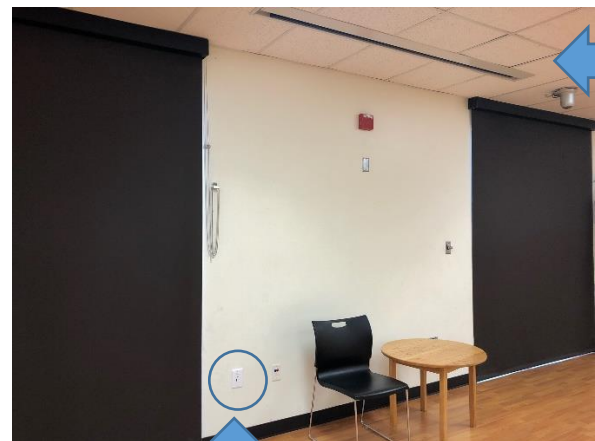
The equipment controls (refer to photo) should be defaulted as shown. Red lights indicate that they are active. Indicators will be red, (meaning not in use), when you enter the room.

1. Plug the HDMI cable into the HDMI port on the wall below the recessed screen.

2. Plug the cable into your laptop and power on. The screen will automatically lower and the projector will power up.

3. If the screen is not the same as your laptop screen, press ⊞ + P and choose "duplicate". *Apple users may require atypical step.*

4. At the conclusion of your event, log out and power off the laptop and unplug the cables.

5. If after a short time the screen does not recess, use the control on the wall (refer to photo) and push the screen up button. Projector will power off shortly after that.

Will change to red when powered up

Screen

If after a few minutes when laptop is disconnected the screen does not recess, press screen up.

HDMI wall port

HDMI wall port