Operating Instructions for Electronic Conference Room: Burrowes House 104

The Electronic Conference Room (EC) consists of three basic units: 1) LCD Monitor 2) Direct TV; and 3) Cable Cubby. The cable cubby has power, network, and Auxiliary VGA/Audio and AV connections.

To Turn On the LCD Monitor and Switch Sources

1. Locate the remote or use the control panel on the right side of the monitor.
2. Point the remote at the LCD Monitor and press softly, the **ON** button* in the upper left hand corner. You will hear a short melody.
3. Point the remote at the LCD Monitor and press the **Source** button* until the correct source is displayed in the upper left hand corner of the LCD.

   Direct TV – HDMI  
   Laptop – PC  
   Aux AV - AV

* You can power on the Monitor by using **POWER** button on the control panel on the right side of the monitor.

To Use Direct TV

1. Turn on the LCD Monitor (see “To Turn on the LCD Monitor and Switch Sources” Instructions).
2. Locate the Direct TV remote (typically in the west cable cubby).
3. Point the remote at the LCD Monitor and turn on Direct TV by pressing **PWR**.
4. To bring up the channel listing, press the **GUIDE** button

To Use your Laptop Computer:

1. Turn on the LCD Monitor (see “To Turn on the LCD Monitor and Switch Sources” Instructions).
2. Connect the laptop’s **VGA** output and **audio** ports to the **Laptop** and **Audio** inputs on the **Aux Plate**. (see additional notes on back).

To Use an Auxiliary AV Device:

1. Turn on the LCD Monitor (see “To Turn on the LCD Monitor and Switch Sources” Instructions).
2. Connect the device’s **Video** and **Audio** outputs to the Auxiliary **Video and Audio** inputs.
3. Make sure the LCD Monitor is on **AV1**.

Please Power Down the Monitor Before You Leave the Room

System Shutdown:

Point the remote at the LCD Monitor and press the red **Power** button, in the upper left hand corner. You will hear a soft melody.

For immediate assistance, please call ext. 8-4ITS
Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed
**Please note that support hours are subject to change without formal posting.
Operating Instructions: Dell Latitude
The Laptop setup includes the following: 1) Laptop; 2) Laptop Power Cable and 3) VGA Cable with Audio.

To Connect a Laptop:
Connect the laptop’s VGA output port to the Laptop and Audio ports in the east cable cubby in the conference table. Connect the laptop’s power cable to the Power input on the back panel of the laptop and plug into the power in the cable cubby.

To Turn On the Monitor and Laptop:
1. Turn on the LCD Monitor (see “To Turn on the LCD Monitor and Switch Sources” Instructions).
2. Turn on the power to your laptop.
3. If you don’t see the laptop’s image on the screen, toggle the Laptop’s function CRT/LCD (FN + F8 keys) button or restart your laptop.

Please Power Down the Laptop Before You Leave the Room

System Shutdown:
1. Click the Start icon and click Shutdown
2. Select Shutdown in pull-down menu and click OK.
3. Wait for laptop’s screen to go black before shutting the display.
4. Shutdown the Monitor/Display