Operating Instructions for Electronic Conference Room: Lewis Towers 1704

The Electronic Conference Room (EC) consists of three basic units: 1) **2 LCD Monitors** 2) **Equipment Rack** (located in the Credenza); and 3) **4 Table Cable Boxes/Touch Panel.** The table boxes have power, network, and Laptop VGA/Audio connections.

**To Activate System:**

1. Locate the **Touch Panel** controller, connected through the **East Table Box** (Credenza Side).

2. Select the source you wish to use with the hard buttons on the right hand side.

*Please note* – If the system is not powered down properly you may have to shutdown the system properly (Explained below; see **System Shutdown**)

**To Use Your Laptop Computer:**

1. Connect the laptop’s **VGA** output and **audio** port to the **Laptop** and **Audio** inputs on the **Aux Plate** using a VGA cable. (see additional notes on back).

2. On the **Touch Panel**, press the **Laptop** hard button.

3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button and re-select **Laptop** hard button and press the location on the diagram your laptop is plugged into.

For immediate assistance, please call ext. 8-4ITS  
**Hours of Operation:** M-F 7.30am-10pm  Sat 8am-5pm  Sun Closed  
**Please note that support hours are subject to change without formal posting.**  
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To Project a DVD or VHS Video:

2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see **DVD** or **VCR** you may need to press **Home** at the top of the **Touch Panel** and re-select DVD/VCR.

*Note: The DVD/VHS is located in the left most cabinet of the Credenza.

Using the Audio Only System:

1. Optional Step: If using a video source, select your video source as described above prior to continuing.
2. Prepare your audio source (insert CD, connect iPod/MP3 player).
4. Select which Audio source you wish to listen to. *Note: this will over-ride any previous audio selection.
5. If you do not hear your new audio source, please check your connections/media, and re-select Audio Only – your Audio Source.

Please Power Down the Projector Before You Leave the Room

System Complete Shutdown:

Using the Touch Panel, press the **POWER** hard button, and then press **YES, Complete Shutdown**. This will power off the monitors and the speakers.
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:

1. 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.

![VGA Output](image)

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.

![Power button](image)

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.

![FN + F8 keys](image)

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