The Electronic Conference Room (EC) consists of three basic units: 1) 2 LCD Monitor 2) Equipment Rack (located in the far right cabinet of the Credenza); and 3) 4 Table Box/Touch Panel. The west table box has power, network, HDMI, and Laptop VGA/Audio connections.

**To Activate System:**

1. Locate the **Touch Panel** controller, connected through the **West 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 shut down the system properly (Explained below; see **System Shutdown**)

**To Project an Image from the Computer Workstation:**

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the **COMP** button on the Touch Panel.
3. If you do not see the computer image (**you may have to wait for Projector to warm up ~1 min**): After waiting a minute, press **COMP** one more time to see if this brings it up.

**To Login to a Workstation:**

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard
2. Type your Username and Password and click the blue arrow button.

**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.

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**To Project a BLURAY or DVD Video:**

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

*Note: The BLURAY/DVD is located in the right most cabinet of the Credenza.

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**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.

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**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.