Operating Instructions for Editing Room Display:
Communication Building 016

The Editing Room Display consists of two basic units: 1) LCD Monitor and 2) Auxiliary Wall Plate and Cables

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.
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.

   HDMI Wall Plate – **HDMI**
   Mac or Laptop – **PC**
   Aux AV – **AV**

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

To Display the Instructors Macintosh Computer:

1. Turn on the computer, if not already on, as you normally would.
2. Turn on the LCD Monitor (see “To Turn on the LCD Monitor and Switch Sources” Instructions).
3. Login and check the image on the LCD Monitor, optimal resolution is 1600x1200.
4. Note: if you are not seeing the computer image, be sure that no Laptop is connected to the Aux Laptop Cable and that your LCD Monitor is on **PC**.

To Display a 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** via Laptop VGA Cable with audio.
3. Make sure the LCD Monitor is on **PC**.

To Use an Auxiliary HDMI Device:

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

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.

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.**

Instructional Technology & Research Support (ITRS) • Revised 6/22/2012
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.

![](image1)

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.

![](image2)

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