


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.

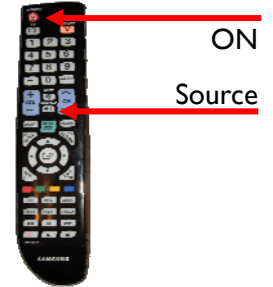
## To Turn On the LCD Monitor and Switch Sources

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 request cables to connect your laptop, please contact the Support Center at x4-4444.

## 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 **AVI**.

## 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 x4-4444

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



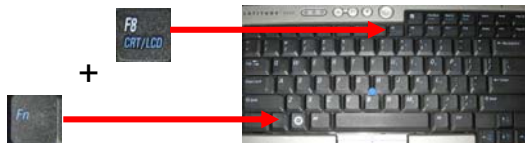
## To Turn On the Monitor and Laptop:

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



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

For immediate assistance, please call x4-4444