Operating Instructions for Electronic Conference Room: Human Resources Granada Center 278

The Electronic Conference Room consists of four basic units: 1) Ceiling Projector and Remote Control 2) Smart Board; 3) Computer and Monitor; and 4) Equipment Rack (shown below). Equipment rack includes: Mixer, and DVD/VHS player.

**To Turn On the Ceiling Projector:**

1. Locate the remote control (often next to the computer).
2. Point the remote at the ceiling projector and press softly, the red Power button in the upper right hand corner, a few times. You will hear a single beep and the projector fan will turn on. The projector may take up to a minute to warm up.

**To Turn On Equipment**: The Equipment Rack (or Black Box) is located on the wall near the front of the room. To adjust the volume, turn the knob for the appropriate device (DVD/VHS, PC) on the Volume Mixer. If there is no audio, check to make sure the Amplifier (the top device) is switched on and the two volume knobs are turned up about 1/3 of the way.

* The power buttons of all rack equipment should remain in the “ON” position.

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

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Turn on the data projector (see “To Turn on the Data Projector” Instructions above).
3. If you do not see the computer image: on the remote control, press the Computer button (#4).

**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 in the Classroom:

1. Turn on the ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. Connect the laptop’s **VGA** output and **audio** ports to the VGA cable, coiled next to the Black Box.
3. On the remote control, press the **Computer** button (#4).
4. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button.

Projecting a DVD/VHS disc/tape*:

1. Turn on ceiling projector (see “To Turn on the Ceiling Projector” Instructions).
2. On the projector remote control, press the **Video** button (#2).
3. Insert your disc/tape, and press play.

*To Request a DVD/VHS Remote Control, please contact the HR Front Desk.

To Project a Video Conference

Please see additional Documentation on how to run a Video Conference.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

Point the remote at the ceiling projector and press the red Power button, in the upper right corner, **TWICE**. The screen will go black and the fan should shut off after a few moments (accompanied by two beeps).