

Conference Room A

The wall plate by the TV is used to select the inputs. (This acts like a remote control for the TV).

ON – turns the TV on.

OFF – turns the TV off.

Apple TV – for Apple devices. Carries video and sound.

HDMI – carries video and sound.

VGA – carries video only. A separate audio cable is required for sound.

VOL UP / VOL DN control the volume.

TUNER – access subscription TV services.

CH+ / CH- - change the channels of the TV

Sound: Make sure the laptop is set to output to the correct port. There are typically three options: Speaker, Headphones and Display Audio. Speaker plays through the internal laptop speaker. Headphones sends the sound output out the headphone jacks (this is usually used with the VGA and sound cable). Display Audio sends the sound output out the HDMI or Mini Display Port to HDMI adapter. Be sure to check the volume on both the laptop and the TV.

Conference Room phone

Local Calls: press 4 5 1 3 and the phone number. Press the arrow under DIAL on the display.

Long Distance Calls: press 4 1 5 1 3 and the phone number. Press the arrow under DIAL on the display. After the 3 quick beeps, enter your long distance code.

Conference Room B

The wall plate by the door is used to select the inputs.

POWER – turn the TV On and Off

PC – auto selects between the cables used: VGA or HDMI (HDMI carries sound and video. VGA carries only video. The sound cable is required for sound.)

APPLE TV – for Apple TV

VOL UP / MUTE/ VOL DN controls the volume of the TV (the computer volume also impacts this)

Sound: Make sure the laptop is set to output to the correct port. There are typically three options: Speaker, Headphones and Display Audio. Speaker plays through the internal laptop speaker. Headphones sends the sound output out the headphone jacks (this is usually used with the VGA and sound cable). Display Audio sends the sound output out the HDMI or Mini Display Port to HDMI adapter. Be sure to check the volume on both the laptop and the TV.

IMPORTANT: All inputs are routed through HDMI1 on the TV. If someone manually changes the source/input on the TV, the system will NOT function properly.

Conference Room phone

Local Calls: press 4 5 1 3 and the phone number. Press the arrow under DIAL on the display.

Long Distance Calls: press 4 1 5 1 3 and the phone number. Press the arrow under DIAL on the display. After the 3 quick beeps, enter your long distance code.

Conference Room C

The wall plate by the door is used to select the inputs.

POWER – turn the TV On and Off

PC – auto selects between the cables used: VGA or HDMI

HDMI carries sound and video. VGA carries only video. The sound cable is required for sound.

APPLE TV – for Apple TV

VOL UP / MUTE/ VOL DN controls the volume of the TV (the computer volume also impacts this)

Sound: Make sure the laptop is set to output to the correct port. There are typically three options: Speaker, Headphones and Display Audio. Speaker plays through the internal laptop speaker. Headphones sends the sound output out the headphone jacks (this is usually used with the VGA and sound cable). Display Audio sends the sound output out the HDMI or Mind Display Port to HDMI adapter. Be sure to check the volume on both the laptop and the TV.

IMPORTANT: All inputs are routed through HDMI1 on the TV. If someone manually changes the source/input on the TV, the system will NOT function properly.

Directly under the TV where the cables are connected is a “white” button. This must be lit up. If it is not lit up, hold down the button until it turns on. This turns on the autosensing between VGA and HDMI.

Conference Room D

The wall plate to the left of the TV is used to select the inputs.

POWER – turn the TV On and Off

PC – auto selects between the cables used: VGA or HDMI (HDMI carries sound and video. VGA carries only video. The sound cable is required for sound.)

APPLE TV – for Apple TV

VOL UP / MUTE/ VOL DN controls the volume of the TV (the computer volume also impacts this)

Sound: Make sure the laptop is set to output to the correct port. There are typically three options: Speaker, Headphones and Display Audio. Speaker plays through the internal laptop speaker. Headphones sends the sound output out the headphone jacks (this is usually used with the VGA and sound cable). Display Audio sends the sound output out the HDMI or Mind Display Port to HDMI adapter. Be sure to check the volume on both the laptop and the TV.

IMPORTANT: All inputs are routed through HDMI1 on the TV. If someone manually changes the source/input on the TV, the system will NOT function properly.

Directly under the TV where the cables are connected is a “white” button. This must be lit up. If it is not lit up, hold down the button until it turns on. This turns on the autosensing between VGA and HDMI.