

Meeting Room A, B & C - AV Controls

1. Tap the **Oak Lawn Public Library** button.



2. Tap one of the following options to turn on your selected output equipment:

- **Projector Only**
- **Microphones Only**
- **Projector & Microphones**
 - For video and audio
- **Music Only**



3. The mounted Computer source will display by default.
If you would like another source, tap one of the other sources:

- a. **Air Server:**
This source is for connecting from a device wirelessly.
- b. **Computer:**
This source is for the mounted PC in the room.
- c. **Laptop:**
This source is for connecting to a device using HDMI.



4. To turn off the projector, tap the **End Session** button.

Reminder: If you connected using the Air Server, disconnect from the Air Server on your device when you end your session.

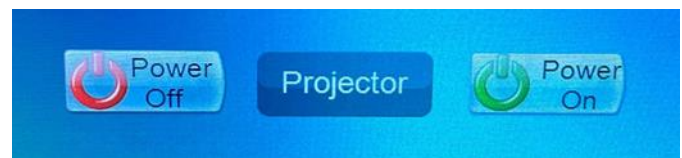


5. After tapping the **End Session Button**, the **Power Off Confirmation** screen appears. The following buttons appear:
 - a. **Confirm:** tap to turn off the projector.
 - b. **Cancel:** tap to keep the projector on.



Troubleshooting

- Tapping the green **?** button will bring you to the Troubleshooting screen.
- If the projector would not turn on with the **Projector** button or turn off with the **End Session** button, open the troubleshooting screen with the green **?** and use one of the following buttons:
 - a. **Power Off:** tap to turn off the projector.
 - b. **Power On:** tap to turn on the projector.



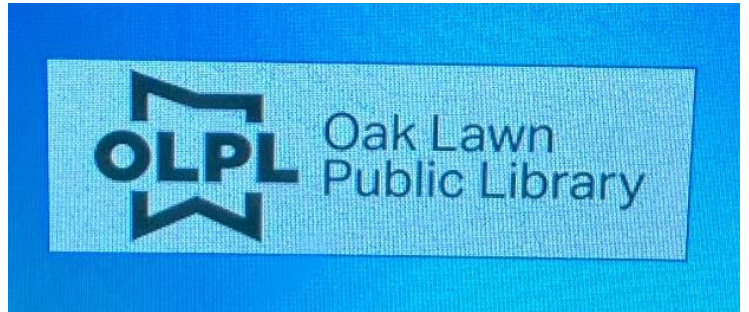
- If audio does not play while projecting, open the troubleshooting screen with the green **?** Then, choose the **Power On** button by Audio.



If you need assistance, call Computer Help at x729.

Mary Nelson Room AV Controls

1. Tap the **Oak Lawn Public Library** button.



2. Tap **Projector** button to turn on the projector.



3. The **PC** source will display by default. If you would like another source, tap one of the other sources:

- a. **Air Server:**
This source is for connecting from a device wirelessly.
- b. **PC:**
This source is for the mounted PC in the room.



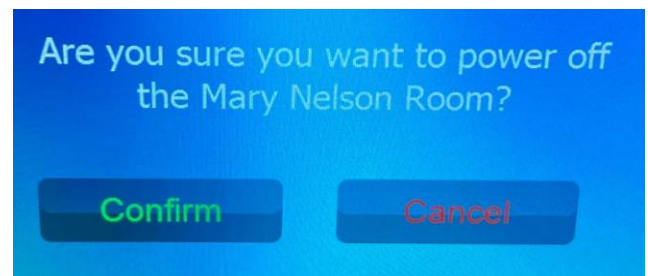
- c. **Laptop:**
This source is for connecting to a device using an HDMI connection.

4. To turn off the projector, tap the **End Session** button.



Reminder: If you connected using the Air Server, disconnect from the Air Server on your device when you end your session.

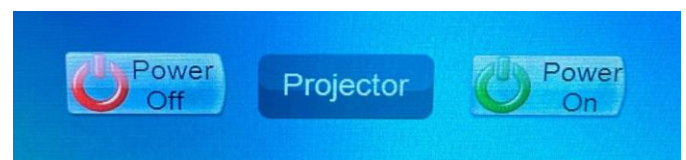
5. After tapping the **End Session Button**, the **Power Off Confirmation** screen appears. The following buttons appear:
 - a. **Confirm:** tap to turn off the projector.
 - b. **Cancel:** tap to keep the projector on.



6. If the projector does not turn on with the **Projector** button or turn off with the **End Session** button, tap the **?** button. This will bring you to the **Troubleshooting** screen.



7. After tapping the **?** button the **Troubleshooting** screen will appear, the following buttons are available:
 - a. **Power Off:** tap to turn off the projector.
 - b. **Power On:** tap to turn on the projector.



If you need assistance, call Computer Help x729