

Please dial extension **729** on any phone in the meeting rooms to receive help with the equipment.

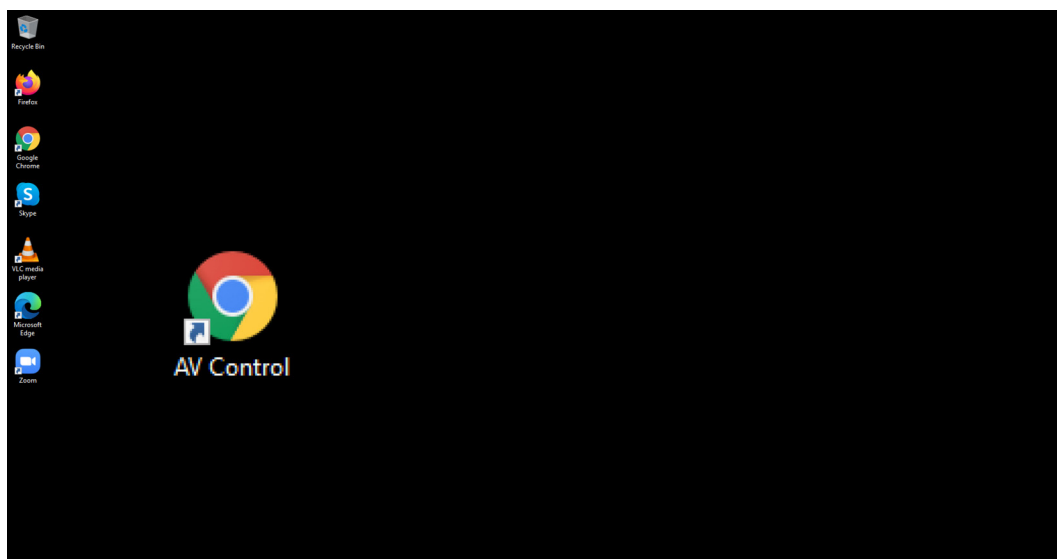
STEP ONE

Touch the screen



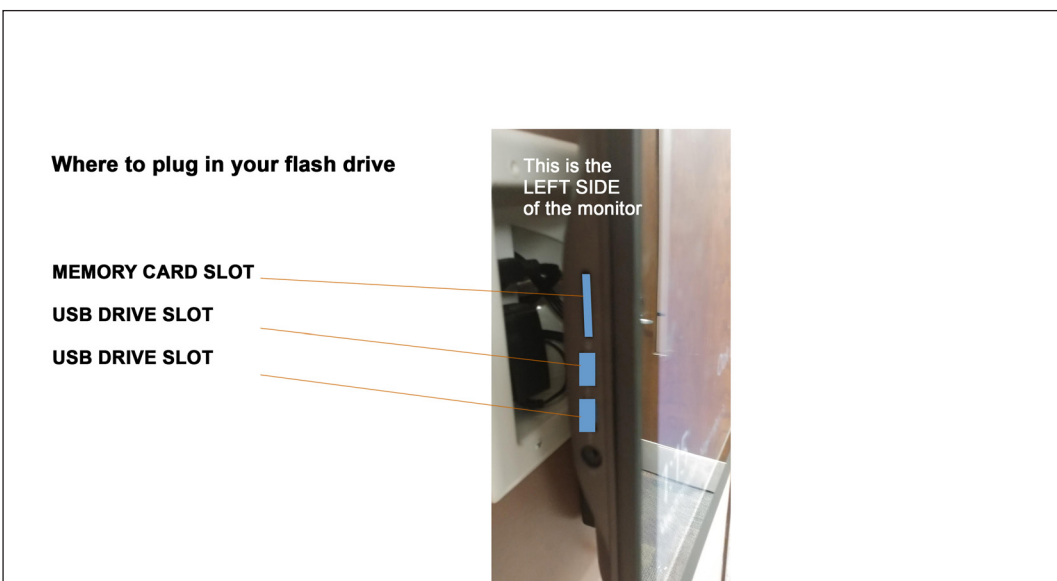
STEP TWO

Locate and double click the **AV CONTROL** icon



STEP THREE

Plug in your USB drive (if needed) to access your file.



STEP FOUR / ROOM SETTINGS

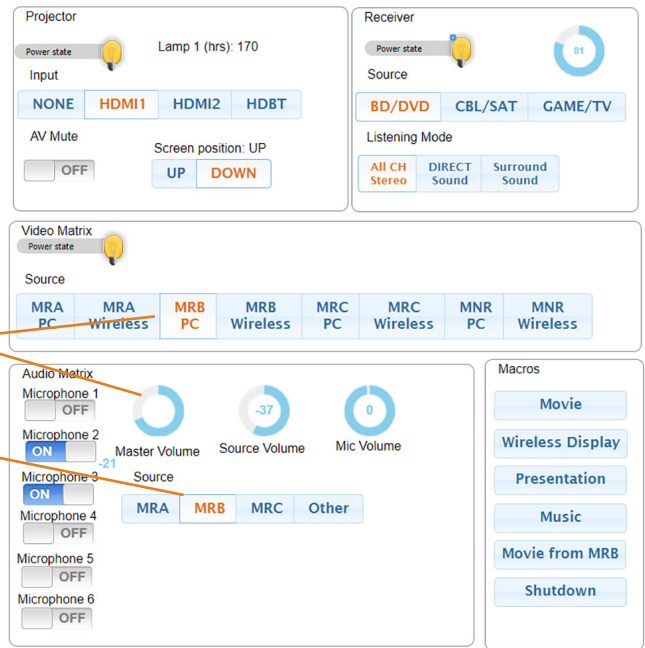
Choose the VIDEO and AUDIO buttons for the room you are in. Note: Once you have chosen your room, the ideal volume and video settings will be set automatically. You can however adjust these.

MEETING ROOM A = **MRA**

MEETING ROOM B = **MRB**

MEETING ROOM C = **MRC**

MARY NELSON ROOM = **MNR**



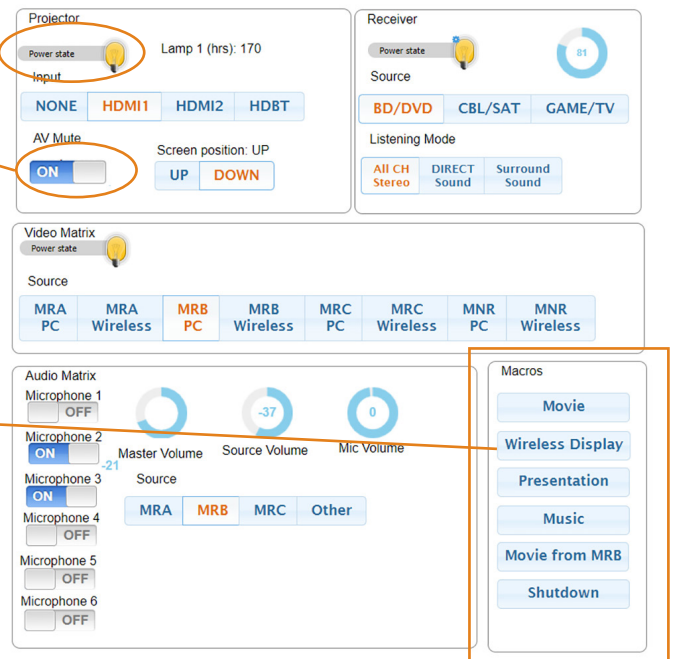
STEP FIVE / PROJECTOR

Turn on the projector.

STEP SIX / PRESENTATION

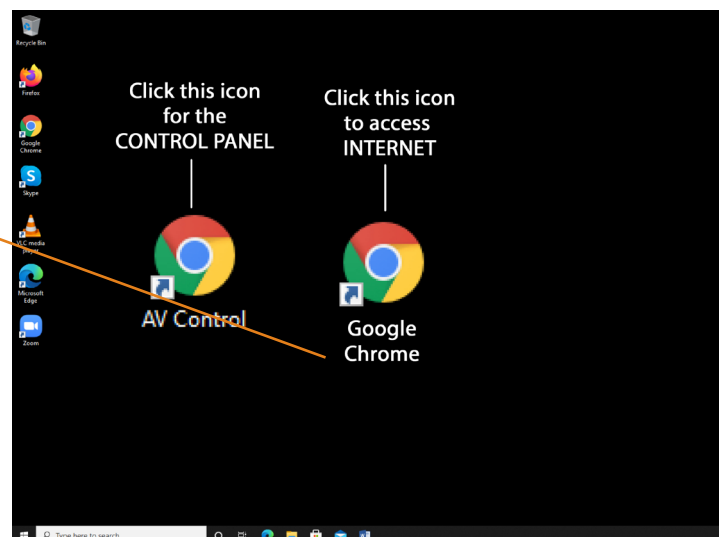
Select the type of presentation you have:

- **MOVIE**
- **WIRELESS DISPLAY** (INTERNET FROM THIS COMPUTER, YOUR LAPTOP, OR PHONE)
- **PRESENTATION** (POWERPOINT)
- **MUSIC**



STEP SEVEN / INTERNET

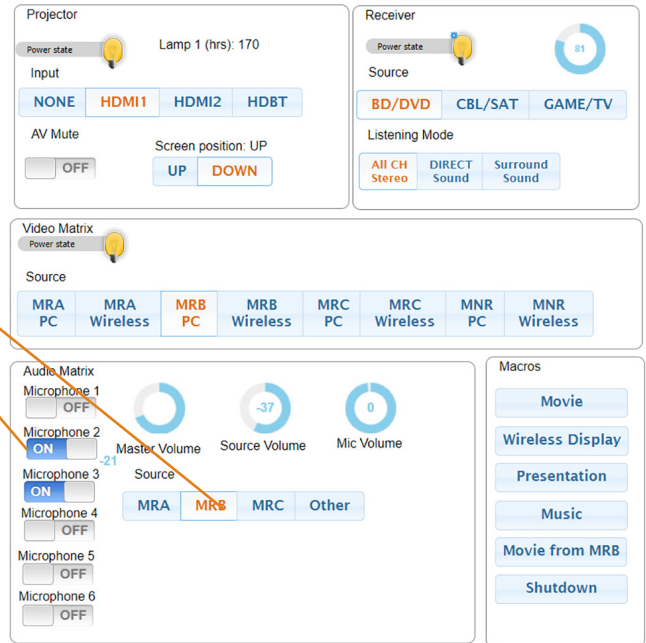
If your presentation is from the internet, locate and double click the **Google Chrome** icon after adjusting your settings in AV Control. If the projector is on, the Google Chrome internet window will appear on the projection screen.



STEP EIGHT / MICROPHONES

When you select your room, the microphone for that room will automatically be enabled.

Microphones are located in the shelf drawer mounted on the wall. Press and hold down the MUTE BUTTON on the microphone itself to turn it both on and off.



STEP NINE

SHUT DOWN

Please remember to shut down your computer when you're done, by clicking the SHUTDOWN button.

Before shutting down, please remove any files you have downloaded to the Library computer. And remember to remove your USB drive.

