


# CHEN LECTURE HALL (CHEN 100) – AV INSTRUCTIONS

- CONNECT laptop to AV (HDMI or Wireless)
  - HDMI: plug laptop into HDMI cable on lectern
    - **NEED ADAPTERS** for Mac laptops
      - **Contact Sue Zindle if you need an adapter**
  - Solstice wireless: see separate Solstice wireless instructions to connect
- CONTROL AV
  - Use touch panel to control AV
  - Touch the panel to begin
  - Choose “Basic” setup
    - Choose input depending on connection
      - Select “Lectern” to use laptop with HDMI cable
      - Select “Wireless” to use Solstice wireless connection
  - Screen will come down and projector will turn on automatically
  - Laptop presentation should show automatically
- **NOTE**: may need to look at laptop audio configuration to hear audio through Lecture Hall speakers
- Microphones
  - To use lectern mic simply switch mic on
  - Two lavalier mics and two handheld wireless mics are located in the bottom of the lectern; switch on to use
  - PLEASE SWITCH OFF ALL MICS AND PUT BACK ON CHARGERS WHEN FINISHED
- Chen 100 has regular shades and blackout shades: controls/instructions are located in the alcove in back of the Lecture Hall
- Light switches are located in the front and back of the Lecture Hall
- When finished use the Power icon in the upper right-hand corner of the touch panel to retract screen and turn off projector: 
  - System will ask if you are sure you want to shut down
  - Select “yes” and screen will retract and projector will turn off
- **NOTE**: be sure the projector is turned off before leaving the room

## **OTHER TOUCH PANEL CONTROLS: UPPER RIGHT-HAND OF TOUCH PANEL**

- **NOTE:** Selections appear in cobalt blue
- Screen/arrow icon selects video/audio output
  - First select “source”, then select “destination” output
- Microphone icon controls individual microphone volume
- Settings icon controls settings
  - Basic mode vs Advanced mode
    - Advanced mode is used with AMT assistance
  - Breezeway mode
    - Standalone vs Overflow
      - Select “overflow” to show laptop contents on breezeway displays
  - Projector can be turned off independently
  - Screen can be raised independently