CHEN SEMINAR ROOM (CHEN 130) – AV INSTRUCTIONS

• CONNECT laptop to AV (HDMI or Wireless)
  o HDMI: use long HDMI cable from cabinet to connect laptop to one of the wall plates (located at front of seminar room: one by the cabinets (Wallplate 1) and one by the door (Wallplate 2))
    ▪ YOU MAY NEED ADAPTERS for Mac laptops
  • Contact Sue Zindle if you need an adapter
    o Solstice wireless: see separate Solstice wireless instructions to connect
• CONTROL AV
  o Use touch panel at front of room (facing front-right side) or wireless touch panel (in cabinet) to control AV
  o Touch the panel to begin and choose input depending on connection
    ▪ Select “Wallplate 1” or “Wallplate 2” to use laptop with HDMI wall plate/HDMI cable
    ▪ Select “Wireless 1” or “Wireless 2” to use Solstice wireless connection
  o Screen will come down and projector will turn on automatically
  o Touch panel can route video to projector/displays in any combination
    ▪ Use screen/arrow icon on upper right-hand of touch panel
  o Screen and projector can be accessed independently
    ▪ Use settings icon on upper right-hand of touch panel
• One wired desk mic is located in the cabinet
  o Plug into one of the wall plates
• NOTE WHEN FINISHED:
  o 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
  o Be sure the projector is turned off before leaving the room
  o Set wireless touch panel on charging stand - it will make a sound when properly connected for charging
• Chen 130 has regular shades and blackout shades: controls are located near the door to the Chen lobby
OTHER TOUCH PANEL CONTROLS: UPPER RIGHT-HAND OF TOUCH PANEL

- **NOTE:** Selections appear in cobalt blue
- Screen/arrow icon selects video/audio output
- Volume settings icon controls microphone/voice/phone volume
- Settings icon controls settings
  - Projector can be turned off manually
  - Screen can be raised manually