CHEN 240A/340A – AV INSTRUCTIONS

- CONNECT laptop to AV (HDMI or Wireless)
  - **HDMI**: Use long HDMI cable from wall plate to connect laptop
    - If no cable plugged into wall plate check room cabinet for HDMI cable
    - Second HDMI laptop wall plate is behind credenza
    - **YOU MAY 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 on table to control AV
    - Select “laptop1” or “laptop2” to use laptop with HDMI wall plate/HDMI cable
    - Select “wireless” to use Solstice wireless connection

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

- **NOTE**: Selections appear in cobalt blue
- Phone icon brings up phone keypad for audio conference call
  - Need to dial “9” for an outside line (this is a campus extension)
- Volume settings icon controls voice/phone volume
- Settings icon turns front and rear display on and off manually

When finished use the Power icon in the upper right-hand corner of the touch panel to turn the system off: 

- System will ask if you are sure you want to shut down
- Select “yes” and system will turn off