


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