

CHEN SEMINAR ROOM (CHEN 130) – AV INSTRUCTIONS

- CONNECT laptop to AV (HDMI or Wireless)
 - 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**
 - Solstice wireless: see separate Solstice wireless instructions to connect
- CONTROL AV
 - Use touch panel at front of room (facing front-right side) or wireless touch panel (in cabinet) to control AV
 - 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
 - Screen will come down and projector will turn on automatically
 - Touch panel can route video to projector/displays in any combination
 - Use screen/arrow icon on upper right-hand of touch panel
 - 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
 - Plug into one of the wall plates
- **NOTE 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
 - Be sure the projector is turned off before leaving the room
 - 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
- Phone icon selects conference call
- Screen/arrow icon selects video/audio output
- Mic icon controls mic volume and muting
- Volume settings icon controls voice/phone volume or global mic mute
- Settings icon controls settings
 - Projector can be turned off manually
 - Screen can be raised manually