



### This document applies to:

Elliott Alumni Henderson Room - #112

### Installed AV Equipment:

- Dual LCD Monitors
- Control system with touch panel
- HDMI & VGA connections
- Videoconferencing system
- Wireless microphone pair

## Using the AV System

Wake up the touch panel by pressing it. Power on your device and connect the HDMI or VGA cable. If using a display adapter, connect adapter to the cable and then to your device.

The AV system will detect an active source and turn on. Use the HDMI and VGA touch panel buttons to switch between connections.

If necessary, change your device resolution to the highest setting available.

Adjust system volume using the Volume Up/Down/Mute buttons or the on-screen volume slider.

Use the **Video Call** button to initiate a video call through the system. Use the **Camera Settings** button to adjust camera angles and zoom.

### Touch Panel Layout (Video Call Selected)





## Laptop Troubleshooting

If your device requires a display adapter to connect to the provided HDMI or VGA cable, connect the HDMI or VGA cable to the adapter *first, then* connect the adapter to your device. Select the HDMI or VGA source button on the AV touch panel.

To adjust system volume, first raise the volume of the video or audio file, then the device system volume, then the AV touch panel volume. Ensure **Volume Mute** is not enabled on the device or touch panel.

When finished, select **System Shutdown** on the AV touch panel.



### Mac Laptop Troubleshooting

#### Video Mirroring

Enabling Mirror Displays will show the same content on the laptop and projection screens.

**Apple (🍏) Menu > System Preferences > Displays > Arrangement > Enable (check) Mirror Displays**

#### Audio Output Settings

**Apple (🍏) Menu > System Preferences > Sound > Output**

If using HDMI, select **HDMI** as the Output If using VGA, select **Headphones** as the Output

#### Adjust Display Resolution

**Apple (🍏) Menu > System Preferences > Displays > Display > Scaled**

Select the highest resolution in the list



### Windows Laptop Troubleshooting

#### Duplicating Displays

Enabling Duplicate Displays will show the same content on the laptop and projection screens.

Press the **Windows Key + P** > select **Duplicate**

#### Audio Output Settings

**Start > Control Panel > Sound Settings**

If using HDMI, select **HDMI** as the Sound Output. If using VGA, select **Headphones** as the Sound Output

#### Adjust Display Resolution

Right-click on the desktop > **Screen Resolution**

Select the highest resolution in the list