



**This document applies to rooms:**

<u>Conant</u>	G24, 8, 101, 330	<u>McConnell</u>	220, 230, 245, 340
<u>Haaland (SERC C)</u>	104, 105	<u>Morrill</u>	103, 204
<u>Kendall</u>	202	<u>Nesmith</u>	G24, G27, 110, 119, 226, 322, 326, 329
<u>Kingsbury</u>	N101, N111, N113, N121, N133, N310, N328, N334, N343, S145	<u>Spaulding</u>	220, 230, G16, G70

**Installed Equipment:**

- Control system with touch panel
- Ethernet connection
- HDMI & VGA connections
- Sound system
- Video/Data projector

**Using the AV System**

Use the audiovisual system in this classroom to project from a laptop or portable device using the **HDMI** or **VGA** connections.

If your device requires a display adapter to use the HDMI or VGA connection, *first* connect the HDMI or VGA cable to the adapter, *then* connect the adapter to your device.

Select the HDMI or VGA source on the touch panel. If the source device is powered on and awake, the AV system will detect an active source and turn on. Your projection image will appear within 60 seconds.

If you are connecting a laptop to the system for the first time, it may be necessary to adjust video or audio settings on your laptop. View the next page of this document for laptop troubleshooting tips.



**AV System Controls**

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 touch panel.

Depending on your room, the layout of the touch panel and its contents may be slightly different.

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



## 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.

If your classroom does not have an instructor podium, ensure HDMI or VGA cable is securely connected to the wall AV input plate.



### Mac Laptop Troubleshooting

#### Video Mirroring

Mirroring displays the same image on each display.

Connect adapter to cable, then adapter to laptop.  
From the Apple (🍏) menu, choose System Preferences.  
Choose Displays. Click the Arrangement tab.  
Enable (check) "Mirror Displays" in the bottom-left corner.

#### Changing Display Color Profile

Color Profiles control the color balance and contrast levels for a display.

From the Apple (🍏) menu, choose System Preferences.  
Choose Displays. Click the Color tab.  
Select a color profile from the list on the left. Click through the profiles and select the one that looks the best.



### Windows Laptop Troubleshooting

#### Duplicating Displays

Duplicating displays the same image on each display.

Press and hold the Windows key + P. In the window that appears, select Duplicate.

#### Changing Display Color Profile

Color Profiles control the color balance and contrast levels for a display.

Click the Start button, and then click Control Panel.  
In the search box, type color management, and then click Color Management.  
Click the All Profiles tab, and then click Add. Locate and select the new color profile, and then click Add.  
Click Close.

#### Audio Settings

It may be necessary to select the correct Sound Output settings.

From the Apple (🍏) menu, choose System Preferences.  
Choose Sound. Click the Output tab.  
If using HDMI, select HDMI as the output.  
If using VGA, select Headphones as the output.

#### Change Display Resolution

Display resolution determines the size of text and objects on your screen.

Connect adapter to cable, then adapter to laptop.  
From the Apple (🍏) menu, choose System Preferences.  
Choose Displays. Click the Display tab.  
Select the Scaled button.  
Select the highest resolution in the list.

#### Audio Settings

It may be necessary to select the correct Sound Output settings.

Click the Start button, and then click Control Panel.  
Click Sound Settings.  
If using HDMI, select HDMI as the Sound Output.  
If using VGA, select Headphones as the Sound Output.

#### Change Display Resolution

Display resolution determines the size of text and objects on your screen.

Right-click on the desktop and choose Screen Resolution. Set the screen resolution to the highest setting available.