Small Meeting Room

Introduction

This guide provides basic instructions for the audio visual system. The system features a 55" LCD screen. The user can hold presentations from a laptop computer.

Presentation Procedure

Press -> **Laptop** button to display the connected laptop.
Press -> **Wireless** button to display a wireless laptop.
Use -> **Vol +** and **Vol –** buttons to adjust the volume level.
Press -> **Mute** button to turn off the sound.
Press -> **Power Off** button to turn off the display.

Connecting a Laptop

Connect a laptop to the input using an HDMI cable.
Turn on the laptop.
Configure the laptop to direct the video image to an external display. E.g. By selecting Function (Fn) + F3 or F5 or ⊞ + P on the laptop.
Consult the laptop's help files for more information.

Connecting to Wireless Presenter

See Instruction sheet – Wireless Presenter

Shutdown

To ensure longevity of the audio visual equipment please double check the system is turned off prior to leaving the room (off indicator light is blue).

To ensure the equipment is ready for use by the next lecturer/presenter, ensure the **power button** is **blue** prior to exiting the room.

For assistance, please contact ITMS Audio Visual Support

Phone: 8946 6291 or Ext: 6291