

AV Equipment Instruction for Conference Room 103.

Please follow the steps below to use the AV equipment.

You do **not** need to bring a laptop for your presentation, as long as you can access your presentation online (for example, through OneDrive, email, Google Drive, etc.). or have your presentation saved on a USB drive.

Please bring your own pointer if needed; we do not provide pointers.

The instructions below explain how to connect to the TV and access the internet so you can log in to your account and open your presentation.

103 ZOOM ROOM

Turn on TV and Ensure correct Input via folder instructions
HDMI switch is labeled in equipment cabinet

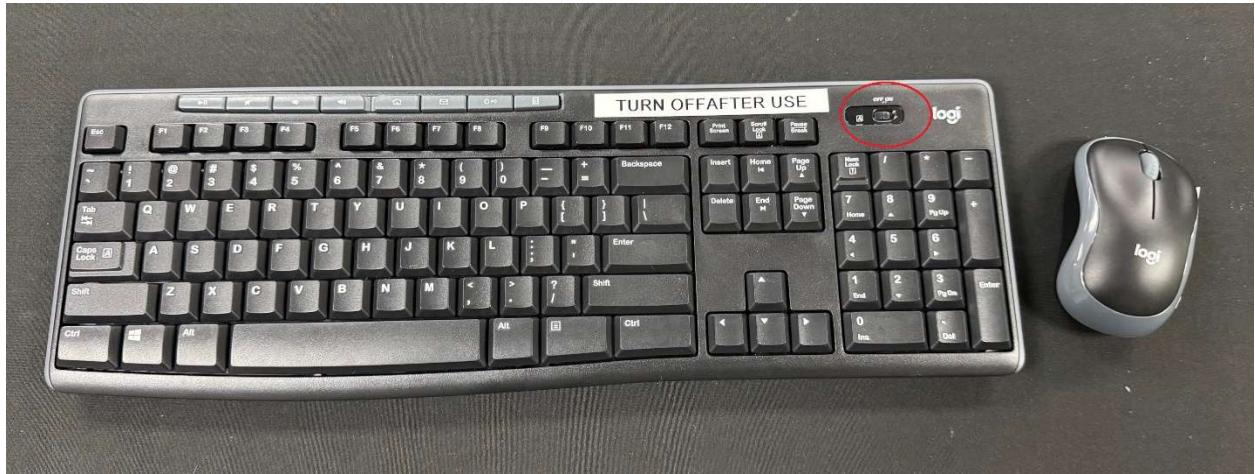


Power Light should be on. If light is not on Press one time to boot computer.

If system is not responsive hold power for 15 seconds.

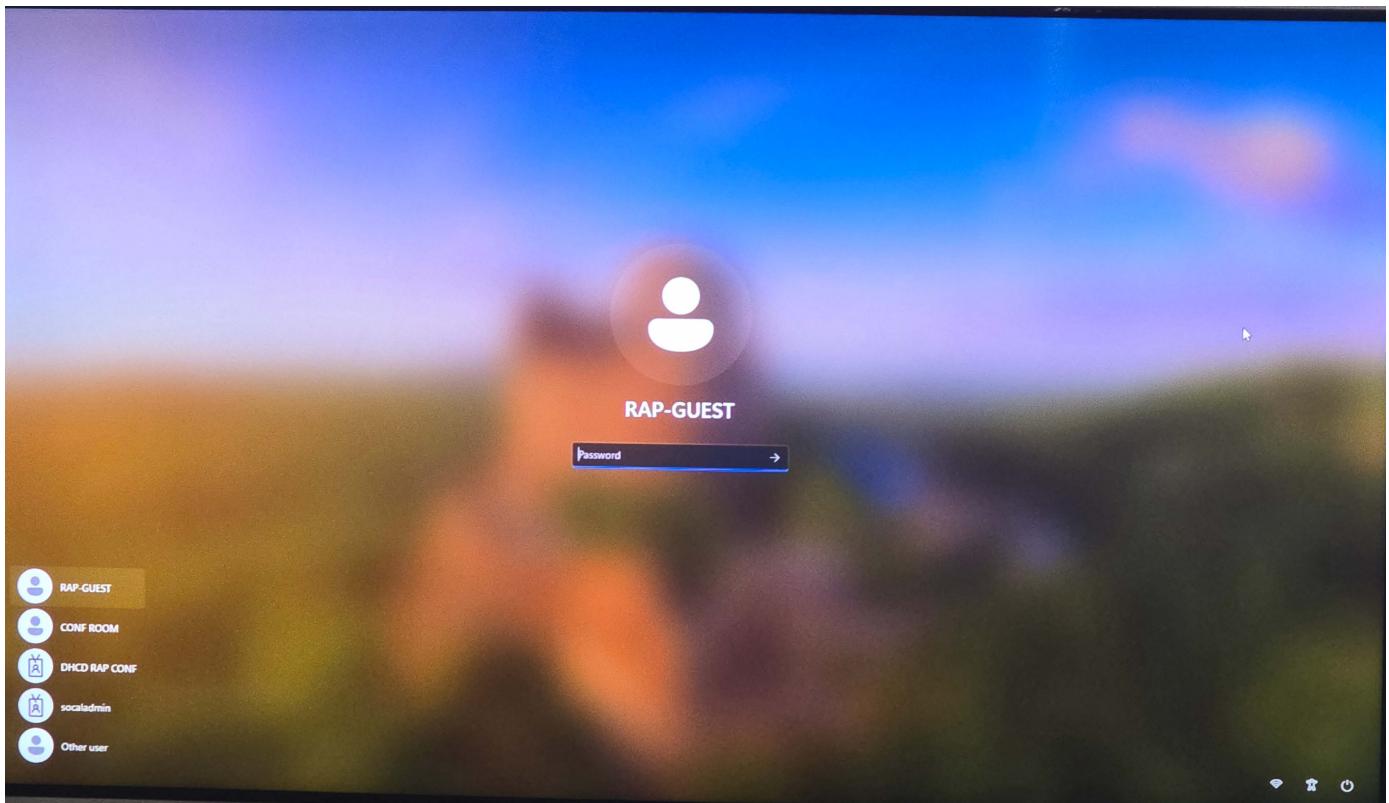
Wait 15 seconds then press power again
The power button is indicated by the red oval.

Plug your USB drive into the port indicated by the red square.



Make sure the keyboard and mouse are turned on. You only need to hit enter or space bar to wake the computer.

With TV on and computer logon screen follow below.



For guest logged to RAP-GUEST and no password is required.

Please turn off mouse and keyboard and return to cabinet



Please Leave computer on and Turn Off TV's via remote control

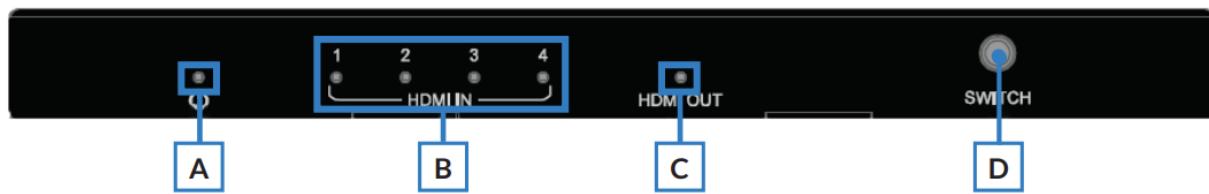
Room 103 – Audio/Visual (AV) Setup & Basic Operation Guide to Troubleshoot:

This document explains how the TVs and input switcher in Room 103 are configured and provides simple instructions for changing video inputs.

There are three TVs in Room 103. All three displays always show the same image, which is provided by the AV cabinet located at the back of the room. *Either TV remote can be used to power all TVs on or off. In the AV cabinet there is an input switcher and its use is explained by the diagram below

Input switcher diagram:

- **A – Power Indicator:** Shows when the switcher is powered on
- **B – Input Source Indicator:** LED lights up when a source is available
- **C – Output Indicator:** Shows which output is active
- **D – Input Switch Button:** Used to change video sources



How to Change the Video Source:

1. Locate the Input Switch Button (labeled “D” in the diagram or “Switch” on the device)
2. Press the button once to move to the next available input.
3. Continue pressing the button until the desired source appears on the TVs.

Available input sources include:

- Zoom PC located in the AV cabinet (Set up with dedicated video conferencing equipment)
- The grey HDMI cable exiting the cabinet (Only TV sound)
- The HDMI wall input located on the lower front wall (Only TV sound)

*If remote controls cause unwanted behavior such as turning on TV on and powering the others off. Manually power on/off the TVs using the power button on the TVs