

## Instructions for connecting audiovisual equipment

### To Display on the Television Screen

Connect laptop to the Television Screen:

1. Plug in the power cable: there is a cable extension at the back of the Television set
2. Connect HDMI cable from the laptop to the Input port below the Wall Control Panel
3. Switch on the television using either the Remote Control or the Power Button at the back of the Television Screen.
4. On the Wall Control Panel next to the Television Screen, push the LAPTOP button



5. Set the Television Input Source display to HDMI:
  - a. Press the SOURCE button on the Remote Control and select HDMI1.
6. Check that the display on both screens match - press F8 to toggle the display if necessary.

NOTE: the HDMI port is the only option available for connection using the Television

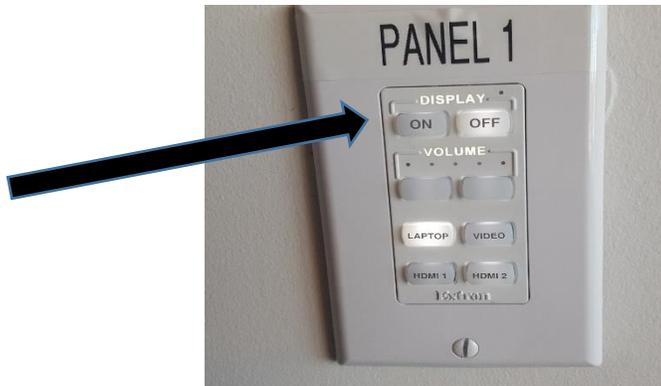
For Mac Users, a HDMI to VGA or USB adapter is needed.

### To Display on the Projector Screen

The Projector Screen:

1. On PANEL 1 [Next to the TV], in the DISPLAY section, push the ON button

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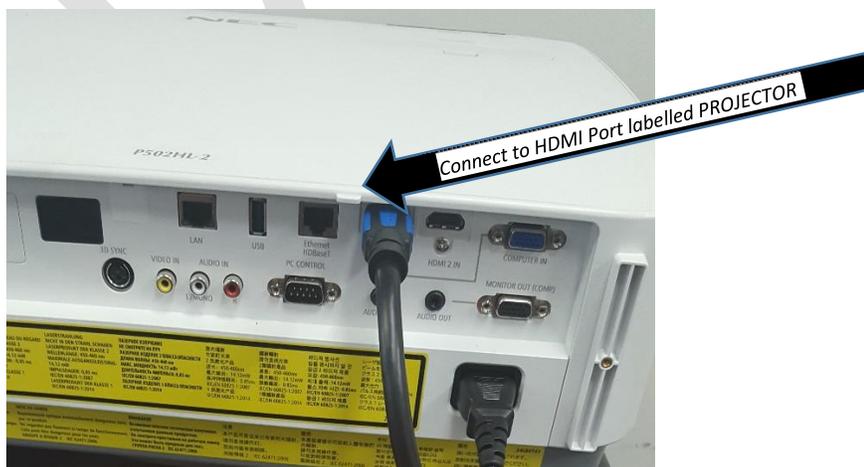
2. The projector screen will drop over the window
  - a. Push the OFF button to retract the screen when done with your presentation

### The Projector

1. Connect the HDMI cable from the laptop to the Input plug-in near PANEL 2

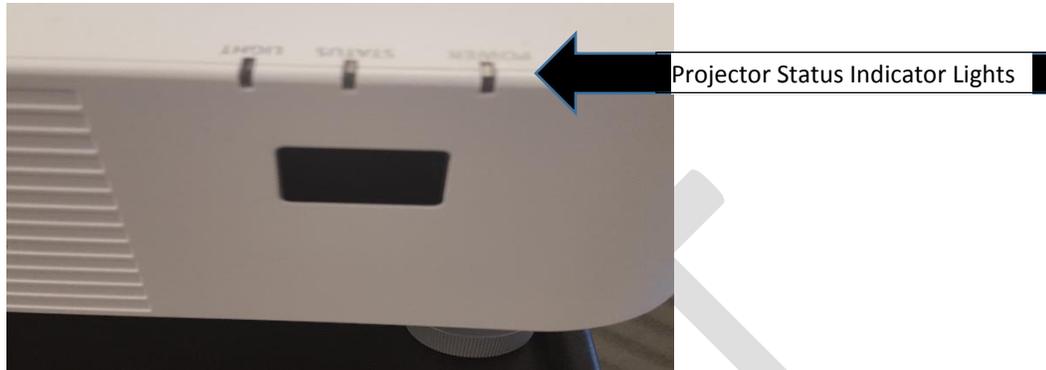


2. Connect HDMI Cable from the Projector's HDMI Input Port 'Panel 2'

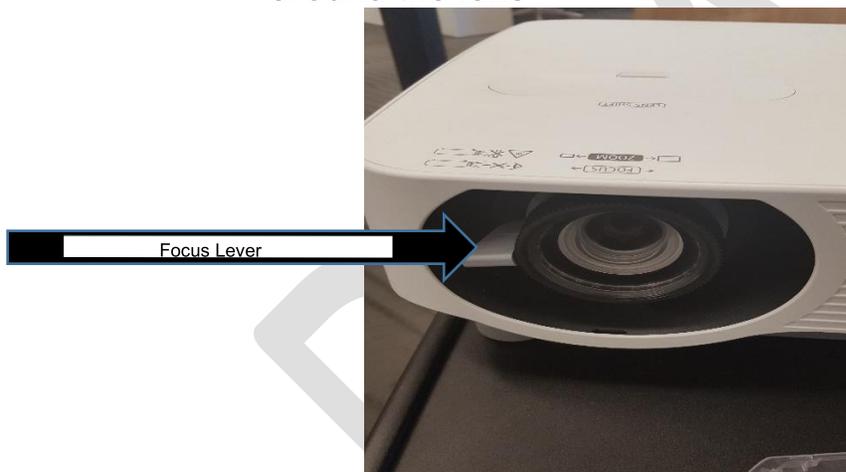


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3. Plug-in the projector to power it on:
  - a. A status light above the projector panel will flash orange



4. On the projector's control panel, push the on/off power button [insert photo]
5. Remove the lens cover and adjust focus: use the zoom or focus lever around the lens



6. Test your presentation

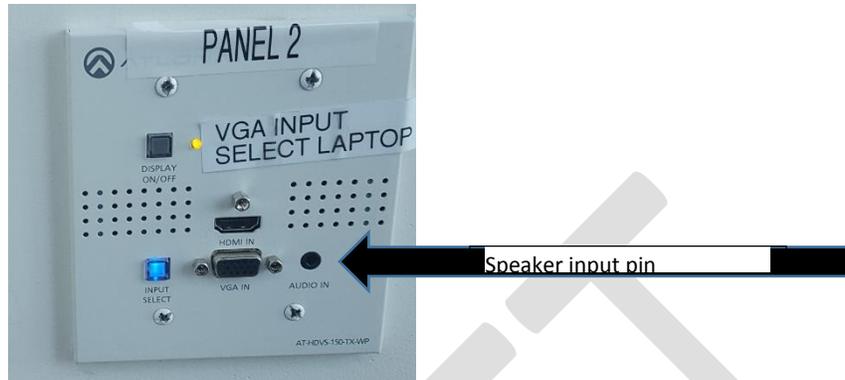
**Note:** By default, the AV unit has been set to display on both TV and projector screens simultaneously. To display to both:

1. Make all connections as described above for TV and Projector
2. On the Wall Control Panel next to the TV, push the VIDEO button

## Connecting the Wireless Microphone to the Audio Speaker

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1. On Panel 2, plug a cable to two input ports:
  - a. the power input
  - b. The AUDIO IN pin



2. On the back of the Speaker, plug in the wireless Receiver a Bluetooth receiver is also available] to the appropriate input port.



3. Test and adjust the volume as necessary