

A/V Instructions: Conference Room



Item Storage

Remotes and cables are in the drawers at the front of the room.



Power

Use the TV remote (in the drawer) to turn on the TV and adjust volume.



Screens

Use the TV remote to power on the screen.



Connecting Devices

There are HDMI and VGA cables attached to the back of the cabinet at the front of the room. To use a device at the conference table, get the appropriate extension cable (HDMI or VGA) from the drawer. Use the TV remote to select the appropriate input for your device. You can also use the Apple TV.



DVD Player

The room is equipped with a DVD player. Use the DVD remote to turn it on and operate the device.



Volume and Sound

Volume is controlled by the TV remote.



Checklist for Turning Off and Shutting Down



Remove DVD from player (if used).



Disconnect device(s) and put cables back.



Turn off screens.



Put all remotes back in the drawer.