Turning on the A/V System

- Locate the Control Panel on the wall.
- Lower the projection screen manually.
- Press the button labeled DISPLAY ON.
- Wait for a solid light before selecting an input.

Project using a VGA or HDMI connection

- Press the button labeled LAPTOP.

VGA connection

**Tip:** Some devices (e.g., a laptop, iPad, iPhone) may require that you supply your own adapter to make a VGA connection using the provided cable.

- Locate the VGA cable on the table in the center of the room.
- Plug the blue, 15-pin connector into your device’s VGA port. Plug the attached audio connector into the headphone jack.

- The system should auto detect the VGA signal. However, you may be required to adjust your video mode and/or resolution in order to project to the screen. This procedure can vary widely among devices.

HDMI connection

**Tip:** Some devices may require that you supply your own adapter in order to make an HDMI connection using the provided cable.

- Plug the HDMI cable extending from the podium into your computer.

Shutting Down the Control System

- Press the button labeled DISPLAY OFF.
- Raise the projection screen manually and turn off the classroom lights.

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1<sup>st</sup>: Get help from the Hall of Flags 617-627-3329 (x7-3329)

2<sup>nd</sup>: Contact the Ginn Library Staff Assistant 617-627-6412 (x7-6412)

OR after 4pm

3<sup>rd</sup>: Contact TTS at 617-627-3376 (x7-3376)