

Audio Visual Operating Instructions

2nd Floor Conference Room

Introduction:

There are three audio visual components that make up the conference room electronics system.

1. The Panasonic Display is only used for displaying a picture on the plasma screen. The unit does not have speakers. The volume control on the Panasonic Remote Control has no function.
2. The Sony Audio Video System is used to switch video signals to the Panasonic display and produce sound information that is played on six overhead speakers in the conference room.
3. The Toshiba unit is a DVD player and a Video Cassette recorder and player.

Detailed Operating Instructions:

1. Turn on the Wall Switch which is located to the left of the Panasonic Display frame.
2. If the indicator light on the Panasonic Display is green then go to step 4.
3. If the indicator light on the Panasonic Display is red then use the Panasonic remote control and push the Red "ON" button located in the upper left hand corner, The light on the plasma display unit will turn green and the display is ready to be used.
4. Using the Panasonic Remote control:
 - a. Select the **PC** Input Button if a laptop computer is going to be used.
 - b. Select the **Input 2** Input Button if a DVD or VHS tape is to be played.
5. Use the Sony remote control to turn on the Sony Audio Visual system. Use the green button on the right hand side of the controller.
6. Using the Sony remote control:
 - a. Select **Video 1** to play sound from a laptop computer
 - b. Select **DVD** when replaying DVD's or VHS tape
7. To use a laptop computer connect the following cables:
 - a. Connect the light blue Ethernet cable to your computer. The cable is connected and stored in the data box on top of the conference table.
 - b. Connect the black VGA cable to your computer. The cable is stored in the data box on top of the conference table.
 - c. Connect the dark purple audio cable to your computer. The cable is stored in the data box on top of the conference table.
 - d. If needed, connect the computer power cable to one of the 110 VAC power outlets inside the data box on top of the conference table.

8. Boot-Up the computer. **Do not boot-up the computer prior to this step.** Also note that many laptop computers have a special Function key in the subset of F keys that is used to switch the video signal to the external monitor. That special key may have to be pushed one or more times before the computer display shows up on the wall mounted display.
9. To play a DVD or VHS tape:
 - a. Use the Toshiba remote control to turn on the DVD/VHS Player Recorder.
 - b. Insert the DVD or VHS tape into the Toshiba unit.
 - c. Use the Toshiba remote to control the playing of the disc or tape.
 - d. If there is a problem, ensure that the Sony unit is switched to **DVD** as outlined in step 6.b. above. Ensure that the Panasonic Display is switched to **Input 2** as outlines in step 4.b. above.

Before leaving the conference room:

1. Ensure that all three electronic units are turned off using the appropriate remote controls.
2. Turn off the wall switch mounted to the left of the Panasonic Display frame.
3. Place all remote controls back in or on the cabinet next to the Sony AV system.
4. Close the cabinet doors.
5. Turn off the conference room lights.
6. Close the conference room door.