

## Harwood Commons 12 Interview Room : Directions for Use

Last Revised 8-23-21

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### General Instructions

1. Press the **Power** button on the left side of the Room TV.
  - a. Use **HDMI1** as your input -- (regardless of the cable you attach)
  - b. To change Inputs -- press the **Input** button on the side of the Room TV until it is on your desired input.
2. Attach your laptop to the desired cable, found in the cubby on the desk: **HDMI**, **VGA**, or **DisplayPort**.
3. If you wish to *video-conference*, attach the following cables:
  - **Ethernet cable** - to ensure a solid connection (don't forget to turn off your wireless!)
  - **USB cable** - to connect to the room's built-in camera and microphones.



### Using Zoom

Please see the ITS Technology Guideline "Zoom - Attending a Zoom Event"

[https://docs.google.com/document/d/136CE-DWTFE\\_oQYNwgTpy8qqWVlxcPKTPRusyuXZdsQ/edit](https://docs.google.com/document/d/136CE-DWTFE_oQYNwgTpy8qqWVlxcPKTPRusyuXZdsQ/edit)

### Final Shutdown

1. Press the **Power** button on the left side of the Room TV to turn it off.
2. Detach all cables and neatly stow back in the desk cubby.

For Assistance: Call the ITS Help Desk 717-358-6789