

Last Revised 9-28-20

General Directions

1. Locate the wall plate at the front of the room - to the right of the rolling A/V cart.
2. Press the **ON** button.
3. Select a Source: Press **HDMI** or **VGA**
4. Control the volume with the **Volume** knob.

To playback a laptop

1. Attach your own laptop to the **HDMI** or **VGA** cable on the rolling A/V cart.
2. Press the **HDMI** or **VGA** source button on the wall plate.
3. Turn on your laptop.

Final Shutdown

1. Press the **OFF** button on the front wall plate. System will shut down.
2. Coil all cables up neatly off the floor, so they will not be stepped on.

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