Instructions on connecting your computer to the room AV- #519, #416, #715

1. Connect your computer to the port via the USB Connector or USB-C Connectors.
2. Select On under 'Display'
3. Select HDMI 1 or HDMI 2 depending on which cord you used to connect your laptop
4. If you will be using sound, you may need to adjust your laptop's audio setting to select the room audio speakers which will automatically display.
5. Please make sure that you select Off under 'Display' when you are done with the A/V to ensure the longevity of our AV equipment.

Instructions on connecting your computer to the room AV- #401, #521 & #622 using the touchscreen pad on the wall.

1. Connect your computer to the port via the USB Connector or the USB-C Connectors.
2. Select the port name on the touchscreen where you attached your laptop to the connector
3. Select which screen(s) in the room that you wish to have your screen projected to. You may select all or just one(s) that you plan to utilize.
4. You may need to adjust your laptop's audio setting to select the room audio speakers which will automatically display.
5. Please make sure that you select 'Power Off' when you are done with your class.

Instructions on using the Xerox Machine on the 5th and 7th floor

1. **Swipe the green card**
2. **Enter in the Chart String Number (Project Number (7 digits) followed by a - and Task # (1 digit). Details are above the machine with the project number.**