

DAUGHERTY CENTER TECHNOLOGY GUIDE

Conference Room 106

If you have any questions or need assistance, please submit a ticket to the IT HelpDesk and a technician will assist you as soon as possible. The fastest way to reach us is to email 'helpdesk@hastings.edu'

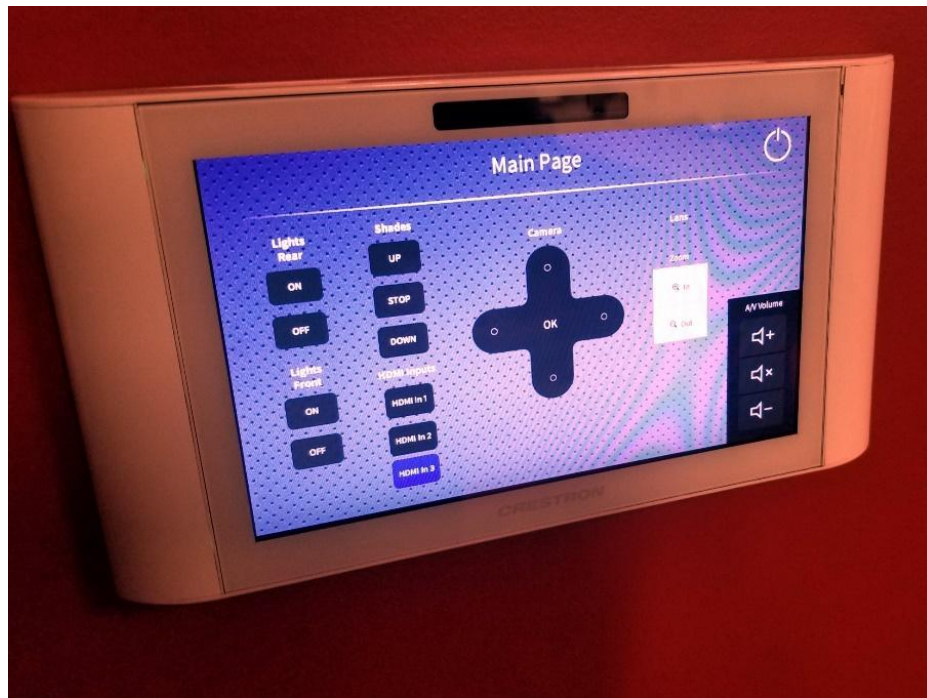
INSTRUCTIONS FOR SETUP

****Equipment Pictures & Descriptions Provided Below****

1. Use **Touch Control Panel** to power on system
 - a. You can also adjust lighting from this panel
2. Use **TV Remote Control** to power on tv screen
3. Connect laptop to **HDMI** in order to share laptop screen to TV screen
 - a. Typically, you will want to set your Display settings to 'Duplicate'
4. Connect laptop to the **USB adapter** which is connected to the network cable (blue RJ45) for camera and speaker/mic
 - a. You may need to adjust the Camera/Video and Sound inputs on your computer or within the settings of your meeting software if your default inputs are the laptop's built-in webcam, mic, and speakers
5. Use **Camera Remote Control** to power on camera, if necessary
6. Control the direction of the camera using the **Camera Remote Control**

EQUIPMENT

- Touch Control Panel (for Lights, Camera, Sound) – located to the left of TV



- TV Remote Control



- HDMI Cable for TV display – located on conference table



- Speaker with detachable mics



- Mic / Speaker (2 available on conference table)



- USB adapter connected to blue network cable for camera & speaker/mics, located on the table nearest to the TV



- Camera for conference calls, located below TV screen



- Camera Remote Control



- Input panel for additional HDMI, Microphone, VGA (on wall below Touch Control Panel)



- Extra power & ethernet (available on conference table)

