

MEDIA SUPPORT

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2 METROTECH CENTER UTELOGY ROOM USER GUIDE

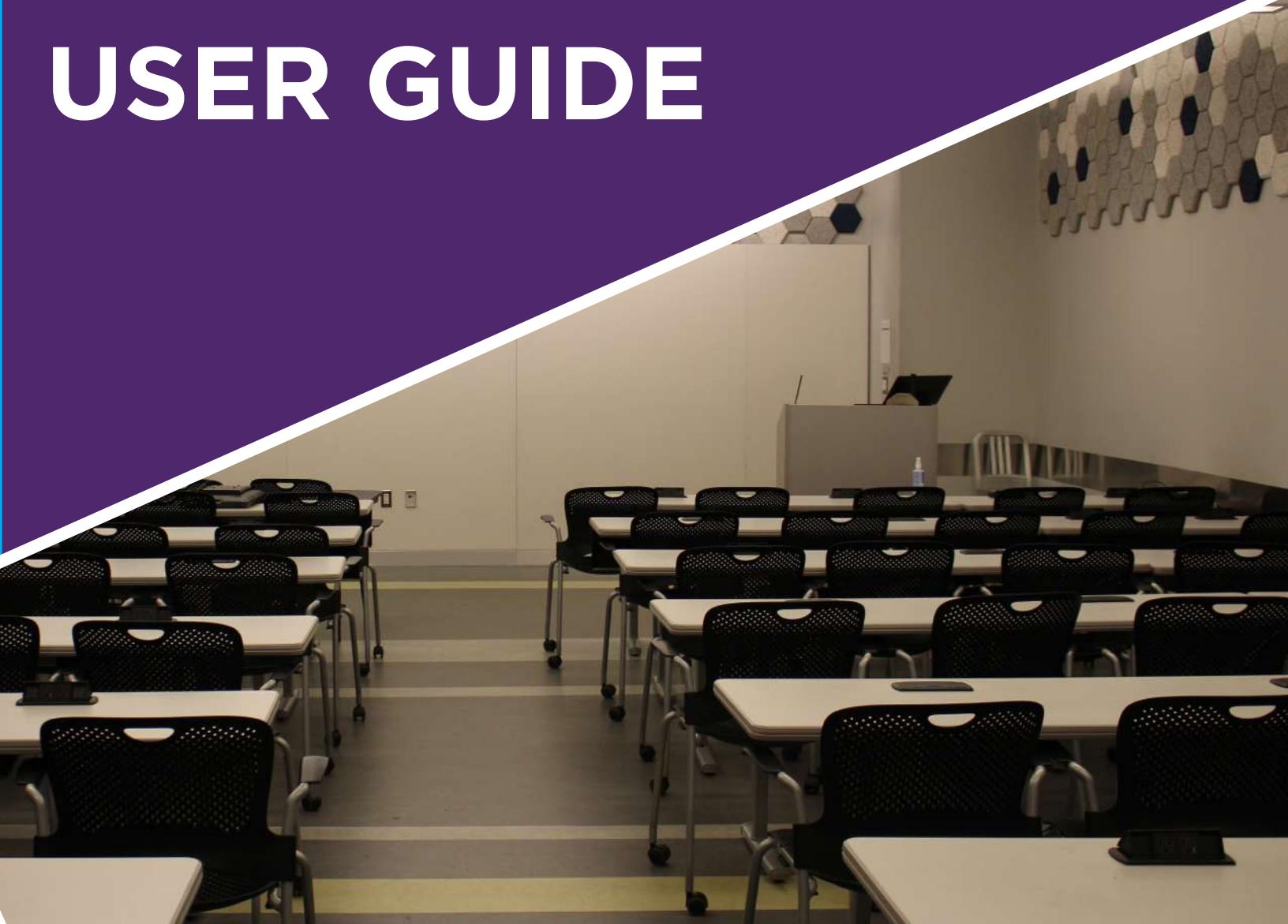


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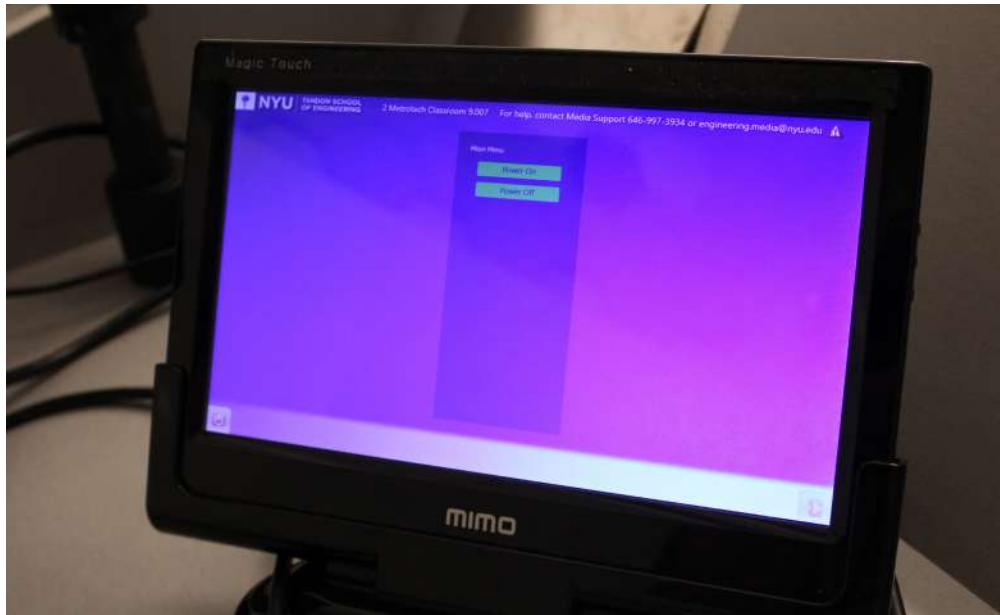
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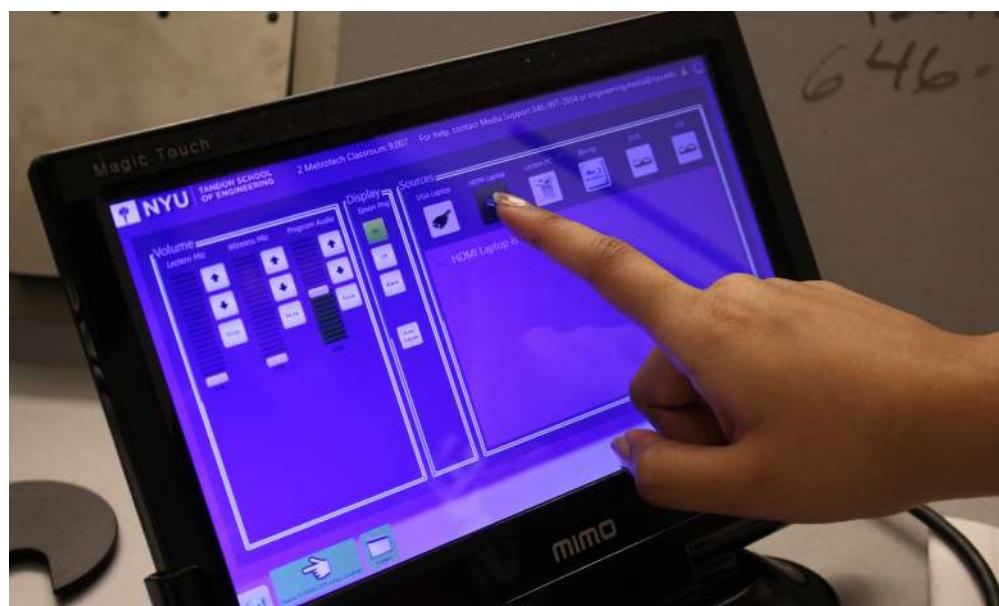
FOR ROOMS 9.007 AND 9.009

START UP

To begin use, tap on the touch panel to open up this screen



Pressing the “Power On” button will lead to the next screen



Of the sources available, determine which input source you would like to use. Making a selection will automatically turn on the projector and screen

START UP

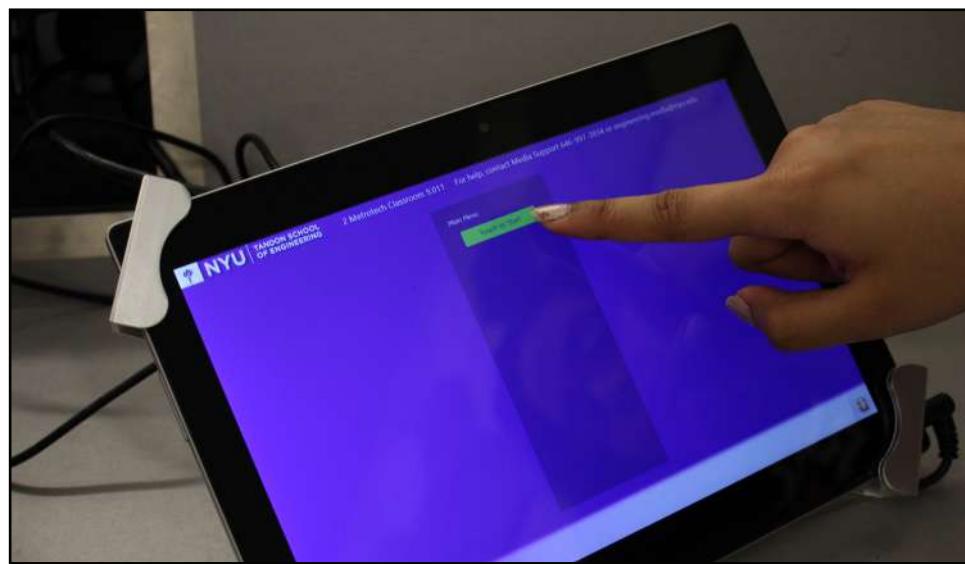
FOR ROOM 9.011

If the touch panel has a black screen, press the power button located on the top left of the tablet touch panel

- Alternatively, unplug and plug back in the power cord



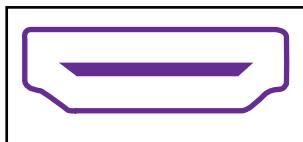
Once the touch panel is on, select the green “Power on” button



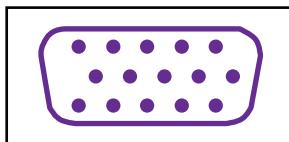
On the following screen, determine which input source you would like to use.

LAPTOP CONNECTION

HDMI



VGA



Mini Displayport



(only 9.011)

Find the cables corresponding to the input you wish to use on the lectern near the touch panel

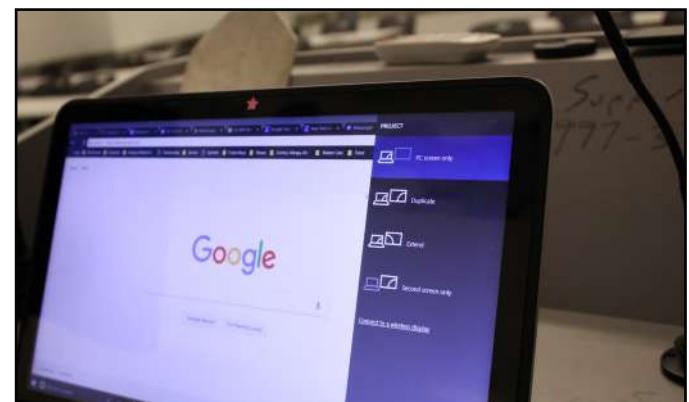
- a. Plug the cable into your laptop



Know that you can use whichever dongle/adapter but the choice selected on the touch panel should match the cable



Ensure that you have your computer display set to either **mirror** or **extend** on your laptop

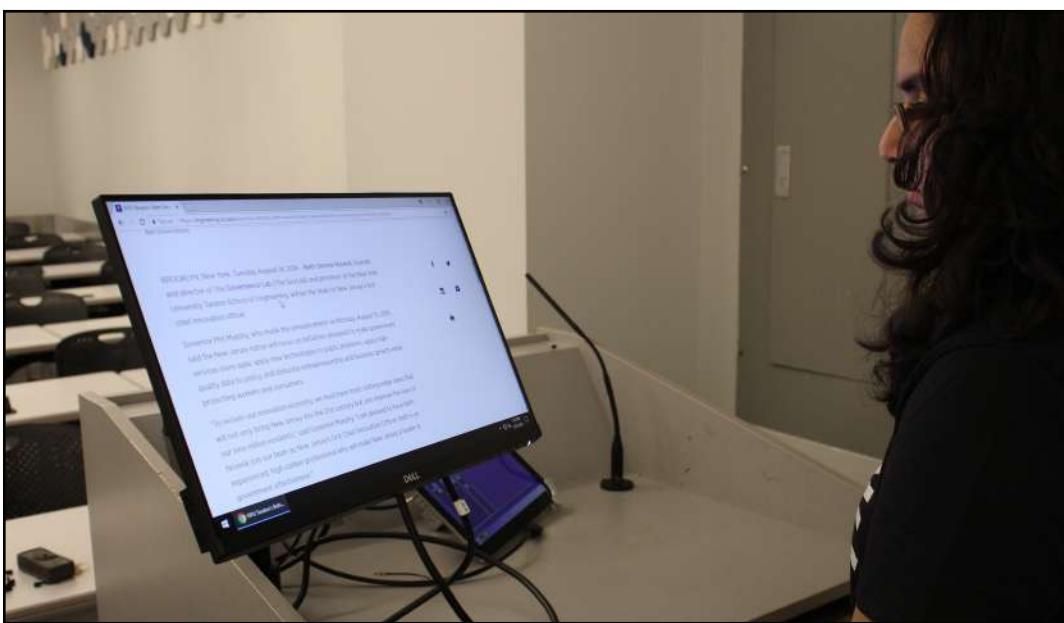


LECTERN PC

The lectern PC should be turned on, but you may have to wake up the monitor by pressing the power button the bottom right of the lectern monitor



You can continue to use the lectern PC with the keyboard and mouse in the keyboard drawer attached to the lectern

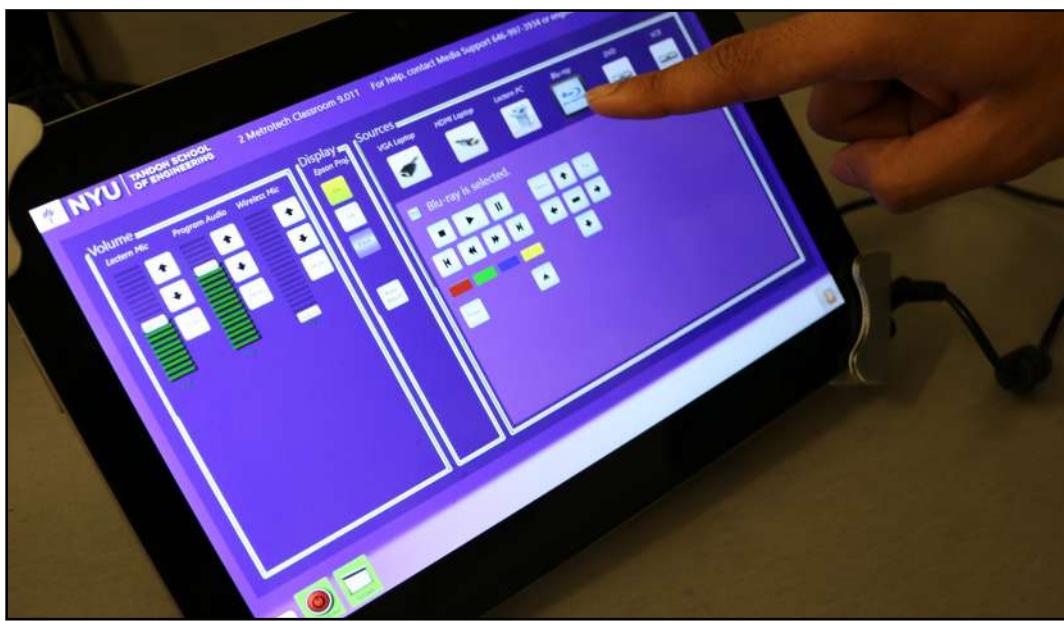


BLU-RAY PLAYER

Insert your DVD or Blu-ray disc into the SONY player found in the closed cabinet in the bottom



Once inserted you can use the controls on the touch panel to play and control your video



PROJECTOR

Upon selecting a source, the projector will turn on/warm up and the screen will come down, which may take up to three minutes.



The projector should now be displaying whichever input was chosen



SOUND

If you wish to use sound, ensure that the volume is turned up on the device and then turn up the volume on the touch panel

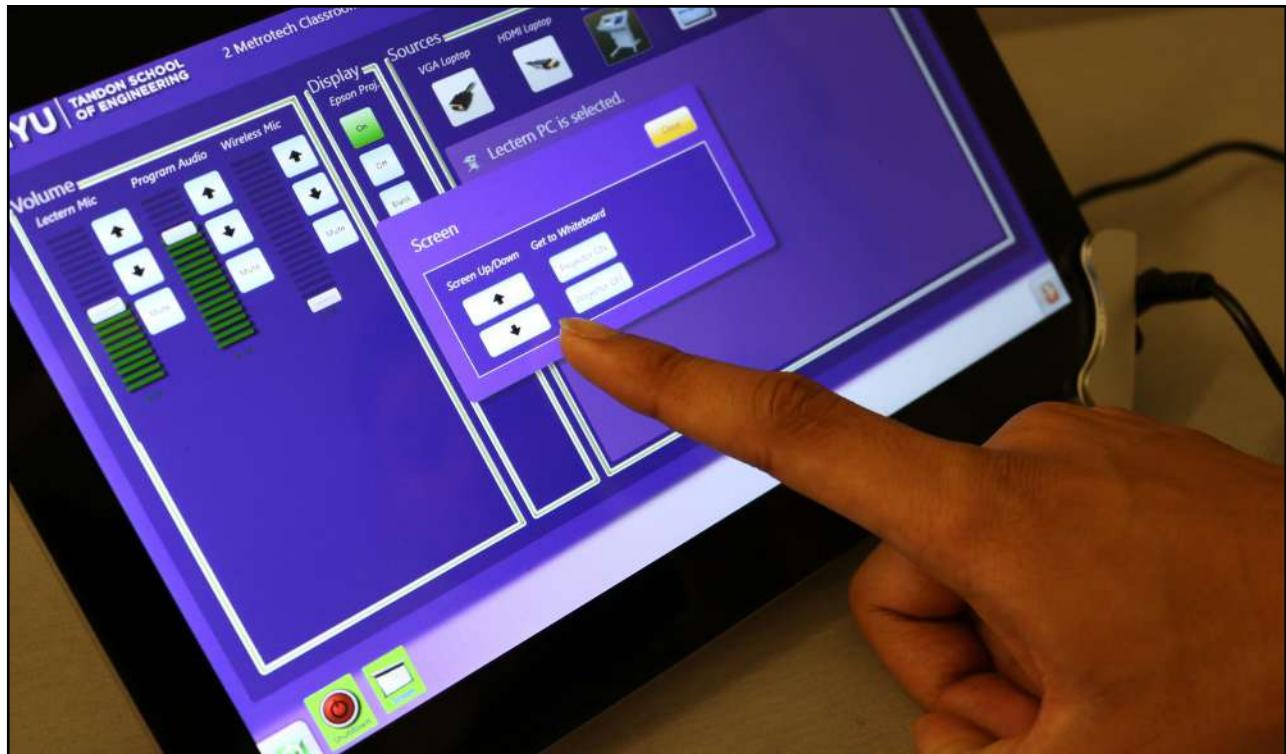


You can mute the volume or the presentation at any time using the respective mute and picture mute buttons



PROJECTION SCREEN

If you wish to use the whiteboard with the projection, feel free to use the screen up/down button under the screen selections



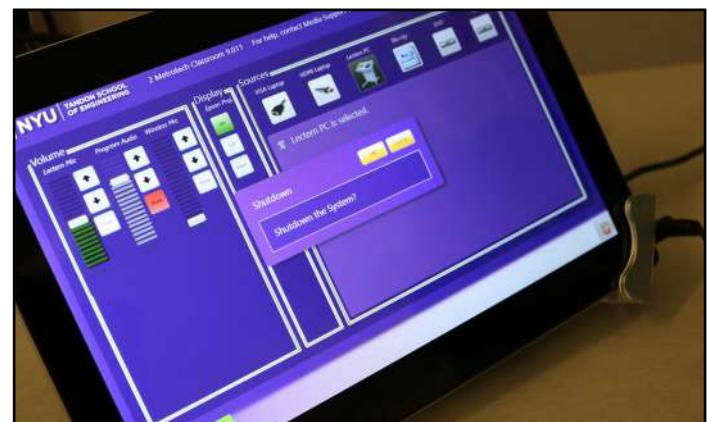
The screen can only be fully down or fully up, there is no option for in between.

SHUT DOWN

Once finished, unplug whichever device you had connected (if applicable) and turn off the touch panel using the power button on the screen



A system prompt should appear asking if you would like to “shut down the system”, if you are ready to stop presenting, press “OK”



Please do not shut down the lectern PC if you used it. Simply turn the monitor off using the glowing power button on the bottom right under the screen

