

Audio/Visual (A/V) System User Instructions

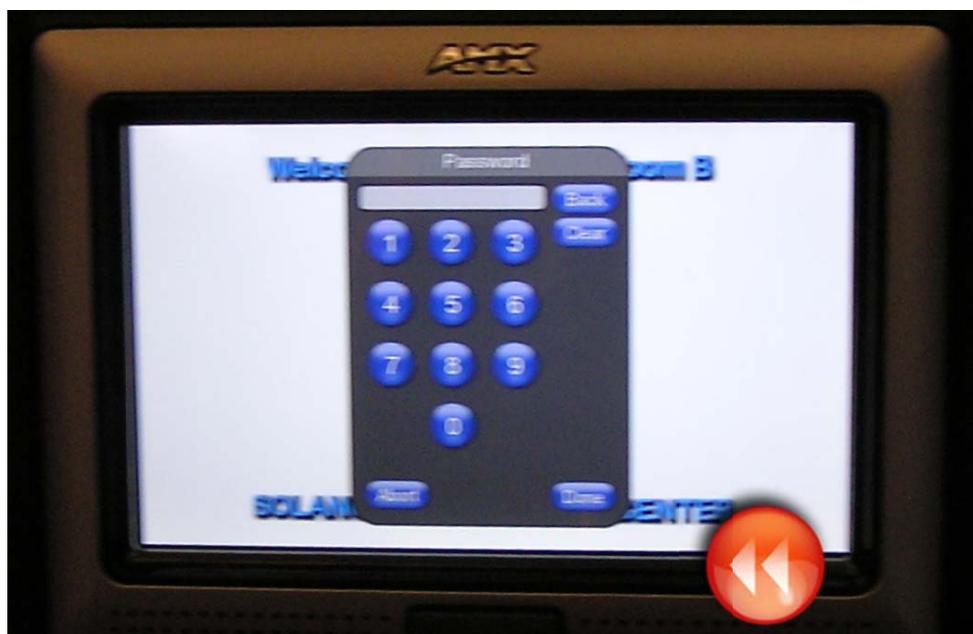
CEC Conference Room A

To reduce troubleshooting issues, please **DO NOT** touch any buttons or control dials other than as instructed below.

1. Touch the control panel on the wall near the A/V cabinet to obtain the audio controls.



2. A keypad will appear in the middle of the control panel. Enter **5750** and then "**Done**".



3. Next, press **“On”** under **“System Power”**.



4. Next, press **“Yes”** if you want to use the screen and projector. The screen will lower and the projector will turn on automatically. If not, press **“No”**. With either choice, the microphones will still work if you chose to use them.



- Next, press **“Input Selection”** when you are using a laptop and want the information from the laptop to be shown on the projector screen.



- Next, press **“Computer Input”**.



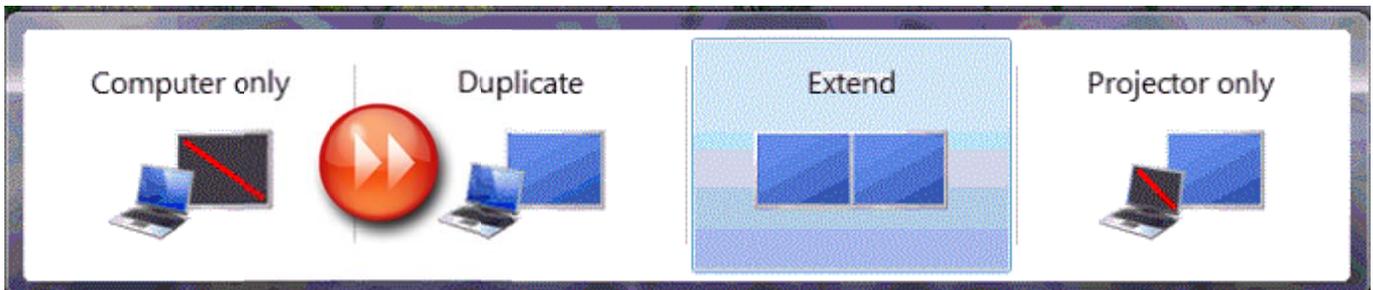
7. Next, hook your laptop into the floor jack at the front of the room. The cable has two connectors: one for video and one for audio.



8. Use the up and down buttons to control the volume of the microphones. To turn a microphone on and off, press the bottom of the microphone. Do not hold the microphone around the bottom because this is where the antenna is located. The microphone will cut out if it is held in this manner.



9. To have your presentation show on the projector screen and your computer at the same time, Press “**Function Key (FN)**” and “**F8**” at the same time, or if your computer prompts you to enter a different key, then enter that key. The screen below will appear on your computer. Choose the second display “**Duplicate**” and press enter to have your presentation show on both your computer and the projector screen.



End of Meeting Instructions

1. Disconnect your laptop from the floor jack and place all County Event Center cords in the drawer located in the A/V closet along with the A/V equipment instructions.
2. Press **“Off”** under **“System Power”** (you may have to login again as done in step 2).



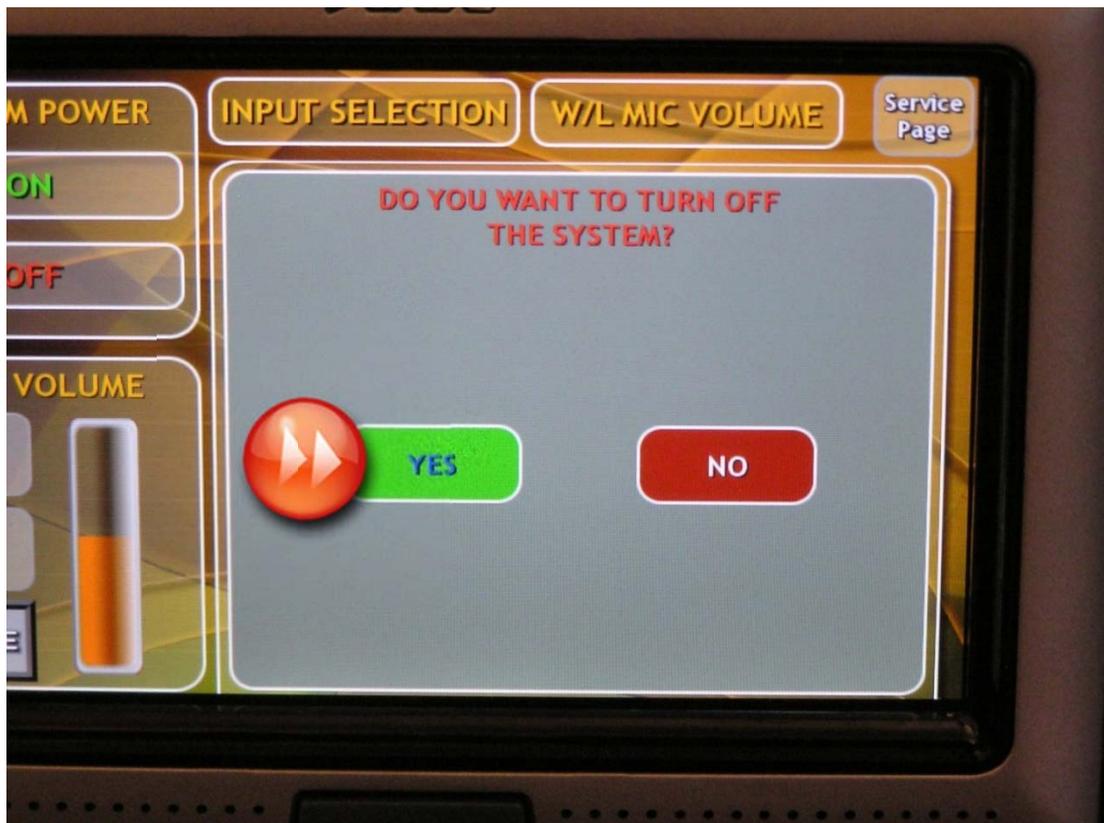
3. Next, press **“Yes”** to turn off the projector and raise the screen.



4. Next, press **“Off”** again.



5. Next, press **“Yes”** to turn the system off.



The control panel will change back to show the County Seal.



Other Information:

- Wi-Fi Information: The Wi-Fi code is “**Events Center**” and the password is **Solano101**.
- If you turn off the projector, you must wait approximately two minutes for it to cool down enough before it can be restarted.

