Audio/Visual (A/V) System User Instructions
CEC Conference Room B

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

1. On the bottom right hand of the equipment rack is a power button. Press this button to power up the A/V system.

There are two small green lights on the left under the control panel. Allow both of these lights to start blinking before going to Step 2, otherwise the equipment will make a loud noise.

Green Lights

2. Midway down the equipment rack is another switch. Flip this switch up to turn the equipment on.

The control panel will turn on. Wait until the County Seal appears before moving to Step 3.

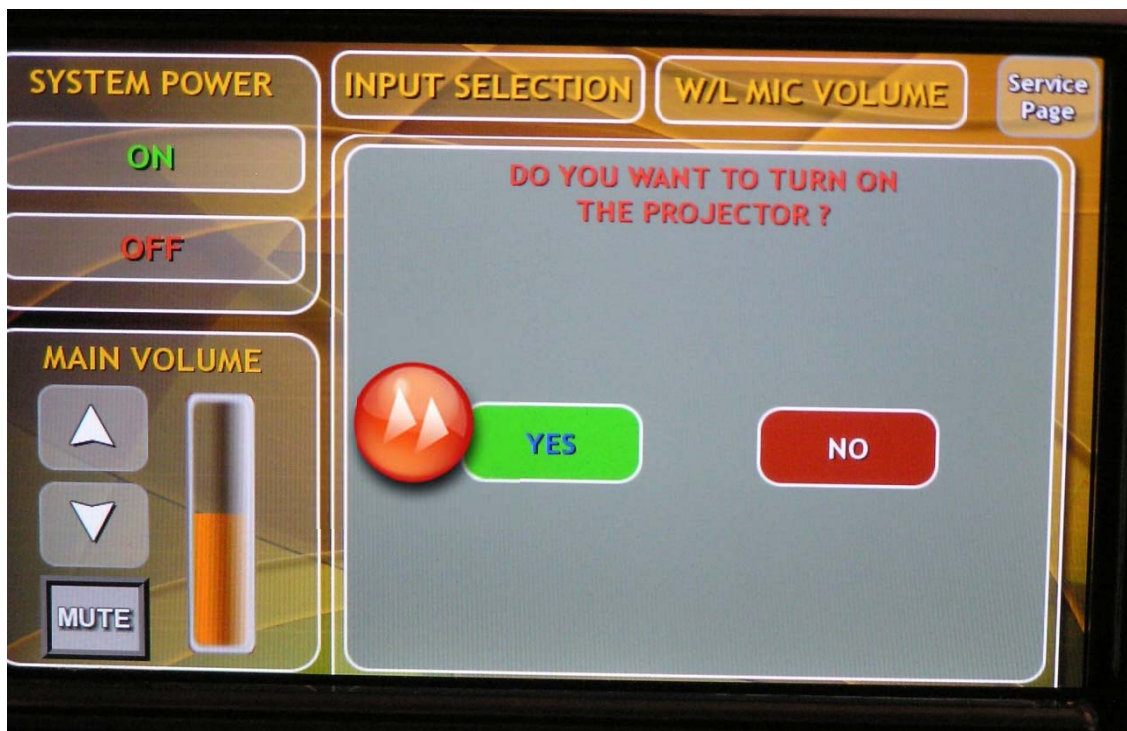3. Touch the control panel to obtain the audio controls.

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

5. Next, press "**On**" under "**System Power**".

6. 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"**.

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


8. Next, press **"Computer Input"**.

9. Next, hook your laptop into the floor jack by the fireplace. The cable has two connectors: one for video and one for audio.

10. Use the up and down buttons to control the volume.

11. 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.
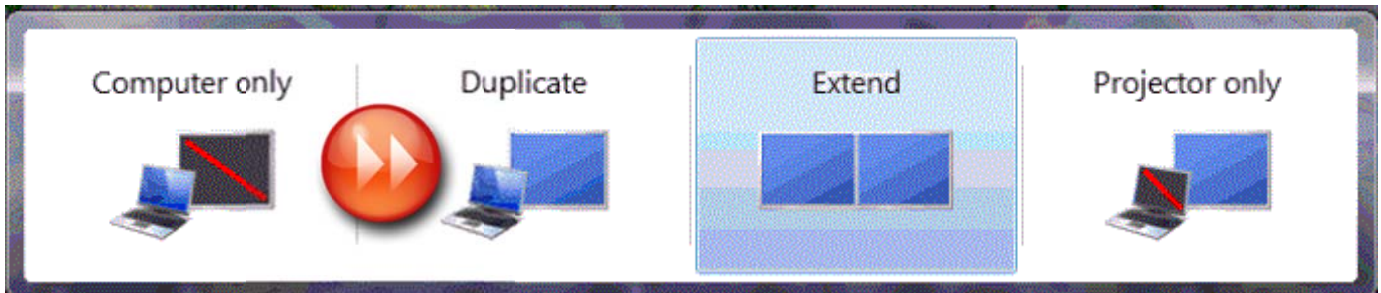
End of Meeting Instructions

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 4).

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.

6. Turn the middle switch that was turned on in Step 2 down to "**Off**".

7. Wait a minute and then press the button on the equipment rack on the bottom right that was pressed on in Step 1. The entire system will now shut down.

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.