

# School of Freshwater Sciences

## A/V INFORMATION FOR MEETING/CONFERENCE/CLASS ROOMS: Rev 1: 2019-04-01

Room	I / D	Equipment	How to get presentation displayed	What type of connections are available	How to turn on projectors or displays.	How to select the correct input for the display	Turn off computer or display
1080		<ul style="list-style-type: none"> <li>Projector (2) with remote</li> </ul>	Connect separate laptop/computer to connections at front desk	<p style="text-align: center;"><b>VIDEO</b></p> <p>For all displays VGA and HDMI connections are available. For other connections, the user needs to provide the proper A/V adapter cable.</p>	Use remote in room to turn on one or both of the projectors	If not auto select: Use remote to select correct input.	<b>TURN OFF ALL PROJECTORS</b>
1084		<ul style="list-style-type: none"> <li>Projector (2) with remote</li> </ul>					
1099	D	<ul style="list-style-type: none"> <li>Wall mounted display driven by computer</li> <li>Mobile display for connection of laptop (may be in another room-request in advance)</li> </ul>	<ul style="list-style-type: none"> <li>For wall mounted display:                             <ul style="list-style-type: none"> <li>Insert USB drive in port on table at front of room. OR</li> <li>Link to Internet and open presentation remotely.</li> </ul> </li> <li>If mobile display present-connect separate laptop to connections on display.</li> </ul>	<p><u>Cables for Apple connections are not available.</u></p> <p style="text-align: center;"><b>INTERNET</b></p> <p>There are data ports in all rooms that are active for internet access. For most rooms, active ports are indicated with a purple dot next to the port. For some rooms a map of the active ports is posted.</p> <p style="text-align: center;"><b>TELEPHONE</b></p> <p>There is at least one data port in each room that is set up for a conference telephone. All 3<sup>rd</sup> floor conference rooms are 382-1788. First floor rooms are 382-1712.</p> <p>Only one conference phone may be in use for each number at one time.</p> <p>Classrooms 1080 and 1084 are not equipped for phone connections.</p>	<p><u>For wall mounted display:</u> Use small black remote to turn display on.</p> <p><u>If computer is off:</u> press red button on wall by door to 1099A---follow posted directions.</p> <p><u>For mobile display:</u> Use on/off button on back right of display.</p>	<p><u>Wall display</u> is driven by separate computer (not accessible). No selection of input is needed.</p> <p><u>For mobile display:</u> if not auto select: Use remote to select correct input [Press return button on remote after selecting input] OR use control button on back right of display.</p>	<ul style="list-style-type: none"> <li>Leave computer on.</li> <li>Display can be left on</li> <li>Mobile display-turn off or unplug</li> </ul>
Ballroom	I	<ul style="list-style-type: none"> <li>Projector (1) with remote</li> <li>Computer</li> </ul>	<ul style="list-style-type: none"> <li>Connect separate laptop/computer to connections located below the screen on the wall OR</li> <li>Using computer in cabinet: Insert USB drive in port on computer at front of room OR</li> <li>Using computer in cabinet: Link to Internet and open presentation remotely.</li> </ul>		<p><u>For projector:</u> Use remote to turn on/off.</p> <p><u>For computer:</u> if not on, press power button.</p>	If not auto select: Use projector remote to select correct input.	<b>TURN OFF PROJECTOR</b> Computer may be turned off or left on.
3080	D	<ul style="list-style-type: none"> <li>Mobile displays (2) with connections to:</li> <li>Computer with mouse/keyboard control</li> </ul>	<ul style="list-style-type: none"> <li>Connect separate laptop/computer to connections located on the A/V cart OR</li> <li>Using computer on A/V cart: Insert USB drive in port on computer at front of room OR</li> <li>Using computer on A/V cart: Link to Internet and open presentation remotely. Normal use: Connect to port on wall (2E-0774) as labeled.</li> </ul>	<p><u>For displays:</u> Are auto on. If necessary, use on/off button on front left of display</p> <p><u>For computer:</u> if not on, press power button.</p>			
3093	I	<ul style="list-style-type: none"> <li>Projector (1) with remote</li> <li>Computer</li> </ul>	<ul style="list-style-type: none"> <li>Connect separate laptop to connections located on switch box on table OR</li> <li>Using computer at the front of the room: Insert USB drive in port on computer at front of room OR</li> <li>Using computer at the front of the room: Link to Internet and open presentation remotely.</li> </ul>	<p><u>For projector:</u> Use remote to turn on/off</p> <p><u>For computer:</u> if not on, press power button.</p>	Projector: use remote control to select correct input. <ul style="list-style-type: none"> <li>HDMI1: tabletop switch box</li> <li>HDMI2: computer at front of room</li> </ul> If connecting through the switch box: The switch box automatically selects the correct input. No button need to be pushed.	<b>TURN OFF PROJECTOR</b> Turn off computer	
3097		<ul style="list-style-type: none"> <li>Wall mounted displays with individually connected computers</li> <li>Computer (3)</li> </ul>	<ul style="list-style-type: none"> <li>Connect separate laptop to cables attached to display OR</li> <li>Connect display cable to computer in room.</li> </ul>				<p><u>For displays:</u> Use on/off switches on wall beside display.</p> <p><u>For computer:</u> if not on, press power button.</p>
3098		<ul style="list-style-type: none"> <li>Wall mounted displays with input for computer</li> </ul>	Connect separate laptop to cables attached to display	<p><u>For displays:</u> Use on/off switches on wall beside display.</p>	Use selector switch mounted on wall beside display. Plug correct cable into laptop. Display has auto select or use control button on back right of display.	Turn off displays using wall switches	
<b>BASIC Operating Notes</b>							
		Computer Passwords:	If a password is needed, use "freshwater". If problems: turn computer off (restart). It will come up ready to go without needing a password.				
		Turn off:	When done <b>TURN OFF projectors.</b> (Lamps are expensive and have a limited lifetime.)				
		Computers-Displays:	Most displays and computers go into sleep mode. But turn off or leave on as noted in above instructions.				
		<b>I</b>	Rooms with more detailed instruction sheets are indicated with the letter I.				
		<b>D</b>	Rooms with more detailed information on location of data and phone jacks are indicated with the letter D.				
		Conference Phones	Conference phone is stored in the cabinet at the back of 3093. A backup telephone is available from IT support in room 104 Each room (except 1080 & 1084) has jacks for a telephone. ONLY ONE telephone can be in use on either 1788 or 1712 at a time.				