Start the System

1. Upon arriving in the Classroom – open the instructors AV cabinet by unlocking the door shown above.

2. Inside the cabinet locate a small switch with two buttons – “Lock” and “Unlock”. Press the Unlock button to start up the AV system.
3. Now find the HDMI Cable in the cord cubby located just below the monitors on the desk in front of you. Pull the HDMI cable from the small cubby and then plug the cable into your laptop as shown in the image above.

4. Turn your attention now to the small black touchscreen control panel on the desk just to the left of the keyboard.

Selecting your Displays

1. On the touchscreen panel find and press the Display #1 icon as shown below – then select the option of “Laptop” to send the feed from your laptop to Display #1. Press the red “X” to close the menu.

2. Take the same steps with Display #2 – find the icon as shown below and then set the source for display as “Laptop”. Press the red “X” to close the menu once you’ve made your selection.
Checkpoint

Following these steps should provide your audience with a view of the feed from your laptop on both Displays at the front of the room.

3. Follow the same steps to bring the feed from your laptop screen onto Displays #3 and #4 at the back of the classroom.

On the touchscreen control panel press the icon for display #3 and then select the option of “Laptop” from the menu.
4. Now repeat the steps one final time for Display #4.

On the touchscreen panel press the icon for Display #4 and then select the option of “Laptop” from the menu of sources.

Final Checkpoint

You should now see the feed from your laptop appearing on the two displays located along the rear wall of the classroom.