Standard AV Procedure Using Wired Connection

Please Do Not Change the Setting or Connections of AV Equipment Other Than What Is Described Below

1. Touch the screen of the touch pad or press its home key.

2. Tap Start System if shown on the screen.

3. Tap Laptop.

4. Tap “No Source Currently Selected” if shown on the screen, which should turn on the LCD display. The indicator light at the bottom of the LCD display should come on.

4a. In case the LCD display is not turned on, tap the down icon at the upper right corner to enter Display Option, then tap On/Off. Tap the up icon to exit Display Options.

5. Select VGA or HDMI on the touch pad.

6. Feed corresponding signals from the computer to the AV system through the external port. Make sure to activate the video port on the computer, to either Extend or Copy the screen. Do not feed signals into the LCD device itself.

7. Sound signals may be fed to the LCD in the small conference room, or ceiling speakers in the large conference room, by connecting the audio cable to the computer speaker port. Sound volume may be adjusted in the equipment closet of the large conference room, or at the LCD of the small conference room.

8. When finish, tap System Off.

- Old computers may have compatibility issues. Try a different resolution or a different computer, or wireless connection.
- Please do contact the staff if the above procedure does not work.
- Please do not change the wiring.
- Please avoid using the remote control of the LCD display, or any control buttons on the LCD device.