Instructions for Using the TV Display Monitors on the Conference Table in DiGiorgio Campus Center Room 204

1. You can bring your own laptop or borrow one from the Information Desk. Laptops are available on a first-come first serve basis, if you wish to borrow a laptop please reserve in advance.
2. Computer cables are located in the silver boxes on the table in room 204.
3. Plug the end of one of the computer cables attached to the round puck into the blue outlet on the back of the computer.
4. Press the white power button on the silver box where the cords are located. The light should turn green.
5. Press the power button on the right side of the TV(s) you plan to use. It takes about 30 seconds after you press the button for the TV(s) to turn on.
6. Press power button on computer. If using for an extended period of time, use the power adapter to plug in the computer. Power outlets are located inside the silver box.
7. If you borrowed our laptop, log into computer using the following information:
   User name: visitor
   Password: winthrop
   Log on to: WIN
   Click OK
8. Wait for the computer’s desktop to be displayed.
9. On the round puck connecting the laptop to the table press the “1,” The “1” and the light around the puck should turn green.
10. Wait 30 seconds, if the computer is not displayed on the TV(s), press the blue Fn key on the computer at the bottom left-hand corner of the keyboard and the F8 key simultaneously. If the screen is not sized correctly right-click on the desktop and select “Properties” select the “Settings” tab. Adjust the screen resolution to change the size.
11. Audio cords can be plugged into the puck near the wire that connects the puck into the table. Use the volume buttons on the TV to adjust the volume.
12. For multiple laptops, follow the instructions above to connect the laptop and press the “1” on the puck connected to the laptop you want to display on the TV(s).
13. The laptop and TV(s) are now ready for your intended use.
14. If you have any trouble please ask for assistance in the Student Activities suite 269 during normal business hours and the Information Desk if suite 269 is closed.

  To Turn off and Disassemble the Equipment:
15. If needed, press the Fn & F8 keys simultaneously twice to return to the normal computer screen view.
16. Click the START button on the desktop and then SHUT DOWN.
17. Make sure the screen says you want to shut down the computer and press OK and wait for the computer to turn-off.
18. Disconnect the black cord with the round puck from the laptop and put back into the silver box.
19. Press the power button on the right side of the TV(s) you used.
20. Unplug the laptop’s power from the outlet and put the laptop and power cord back in the case.
21. If you borrowed our laptop, return to the predetermined location.