Using your Laptop in Crerar Conference Rooms

1. Locate the AV touchscreen controller for the room. *(in some rooms, it is installed **behind** the door)*

2. If the controller is showing the "home screen" (UChicago logo) as shown at the right, press the power button to activate the controller:

3. For rooms with a projector, you may need to lower the projector screen. Locate the projector screen wall control (shown at the right) and press the button with the down arrow.

4. You should see a screen similar to the one at the right. Press the "Table" button at the top of the screen. This should power on the TV/projector and configure the system to use the table inputs.

5. Plug your laptop into either the VGA, HDMI, or DisplayPort cable on the table.

   For best results, be sure that the "Auto" button is activated on the touch screen, which will automatically select the correct input.

6. *(optional: if you want audio)* If you wish to hear audio from your laptop, you can either configure your laptop to send audio to the HDMI port (which will appear as "Extron Scaler") or use a VGA connection and the 3.5mm jack for audio. In addition to the controls on your laptop, the audio volume can be controlled or muted using the controls at the right side of the touch screen.

7. When you're done using the room, press the "System Off" button, then the "Power Down" button on the touch screen to power off all the equipment.