**AUDIO/VISUAL (AV) SYSTEM
USER INSTRUCTIONS CEC
CONFERENCE ROOM B**

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To reduce troubleshooting issues, please Do Not touch any buttons or control dials other than as instructed below.

The Wi-Fi code is "**Events Center**" and the password is **Solano101.**

1. To Power the system on, press the Start Sequence button located on the Furman Equipment Panel.

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The Start Sequence button will power on the **Delay 1**, **Delay 2** and **Delay 3** lights individually, which will be illuminate with green lights.

Wait until all three lights are illuminated before proceeding to step #2.

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2. Once all three lights have illuminated, the control panel screen will turn on showing the AMX logo.

Wait until the screen with the County Seal appears before moving to Step 3.

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3. Touch the control panel screen to obtain the audio controls.

4. A keypad will appear in the middle of the control panel. Enter the passcode **5750** and then select "Done".

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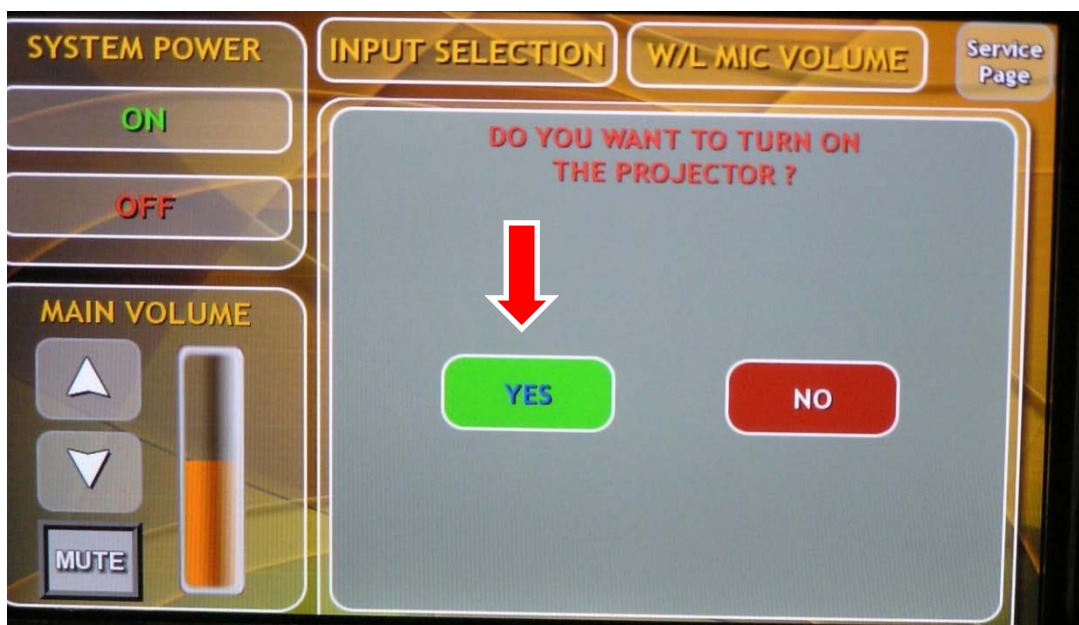USER INSTRUCTIONS CEC
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5. Next, press "**On**" under "**System Power"**.

6. Next, press **"Yes"** if you want to use the screen and projector. The screen will lower and the projector will turn on automatically. If not, press **"No"**.

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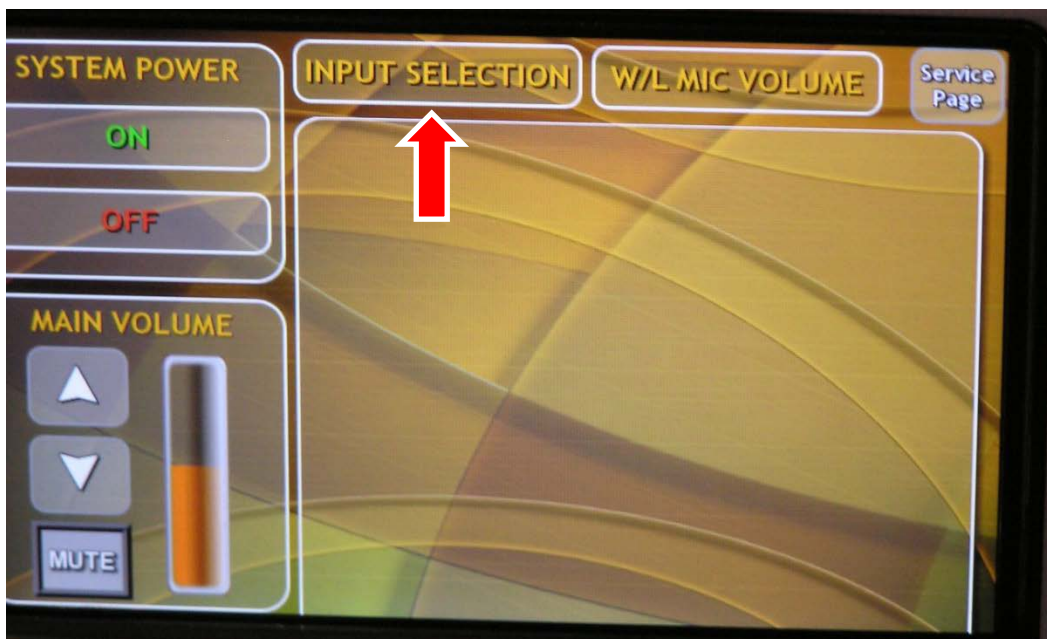USER INSTRUCTIONS CEC
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If you turn off the projector but need to turn it back on, you must wait approximately two minutes for it to cool down enough before it can be restarted.

7. Next, press **"Input Selection"** when you are using a laptop and want the information from the laptop to be shown on the projector screen.
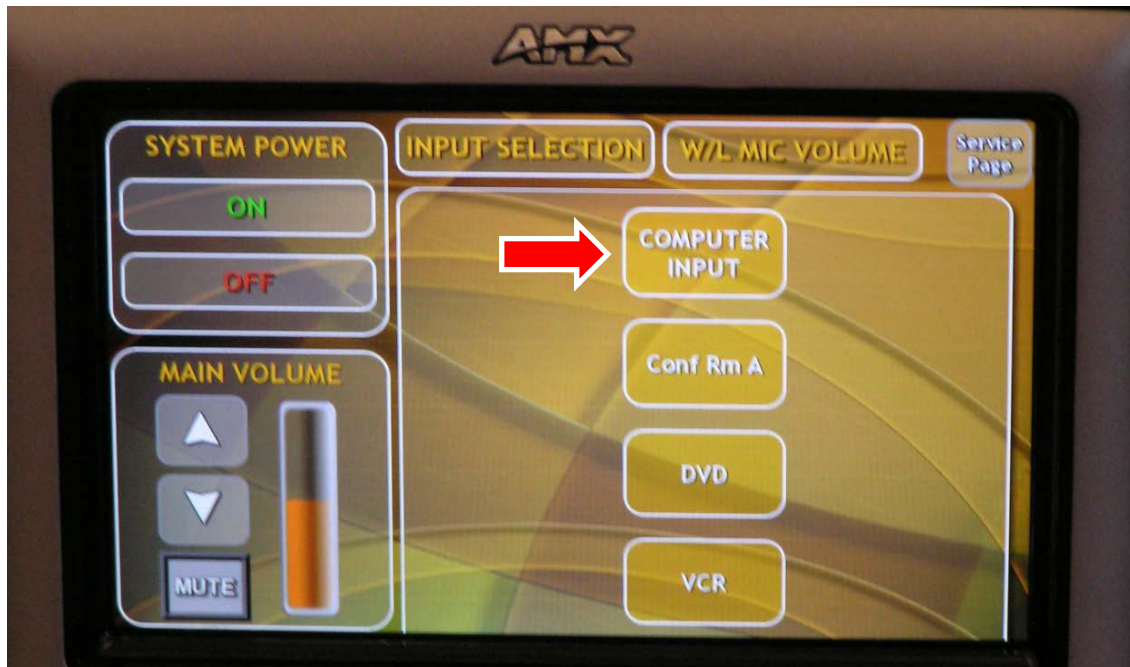
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8. Next, press **"Computer Input"**.

9. Next, hook your laptop into the floor jack by the fireplace. The cable has two connectors: one for video and one for audio.

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10. Use the up and down buttons to control the volume.

11. To have your presentation show on the projector screen and your computer at the same time, Press "**Function Key (FN)"** and **"F8"** at the same time, or if your computer prompts you to enter a different key, then enter that key. The screen below will appear on your computer. Choose the second display **"Duplicate"** and press enter to have your presentation show on both your computer and the projector screen.

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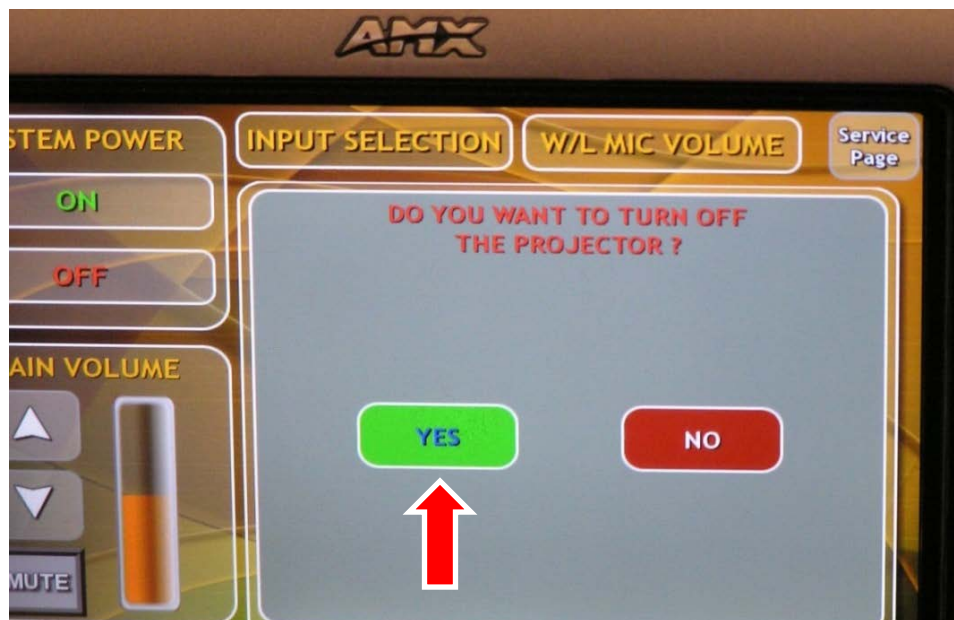Attachment D
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End of Meeting Instructions:

Please complete all steps (1-5) to ensure proper system shutdown. The system requires three shut down steps: (1) Off button for the projector (2) Off button for the system, and (3) the final shutdown step (Start Sequence button).

1. Disconnect your laptop from the floor jack.

2. Press **"Off"** under **"System Power"** (you may have to login again as done in step 4 of the beginning instructions).

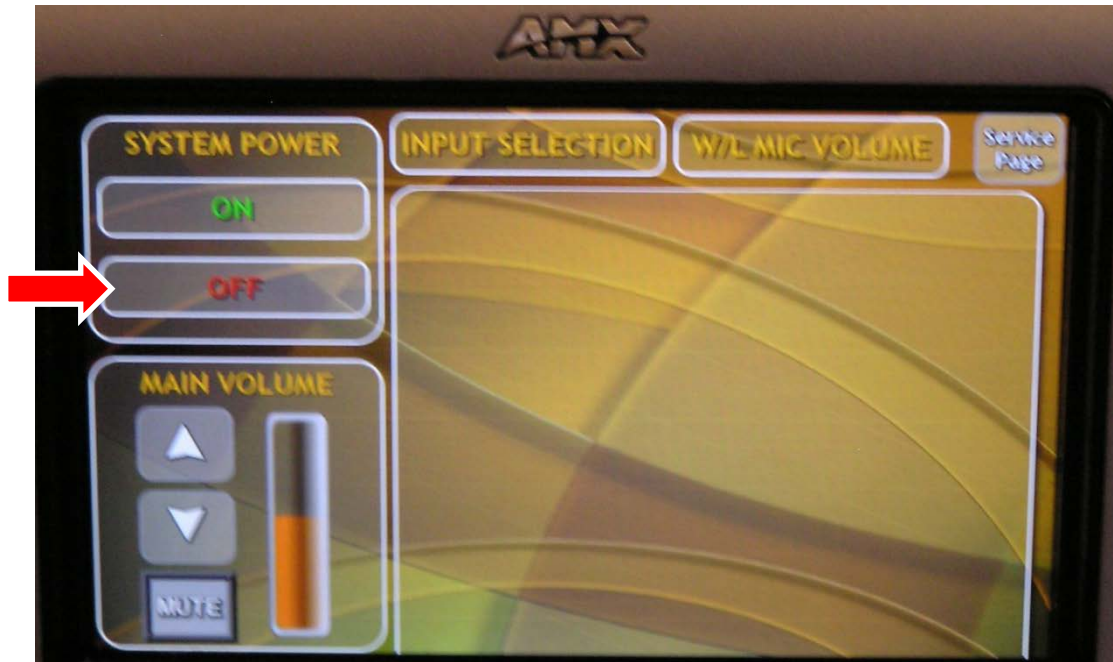3. Next, press **"Yes"** to turn off the projector and raise the screen.

4. Next, press **"Off"** again.

5. Next, press **"Yes"** to turn the system off.

The control panel will change back to show the County Seal.

6. Next, go back to the Furman equipment panel and push the **Start Sequence** button. The **Delay 1**, **Delay 2** and **Delay 3** lights will turn off individually. This step is the final step to power down the system.

Do not touch any other buttons.