JDB Meeting Rooms (Excluding JDB-O) Operational Guide- AV System

Using the display

Use the button control panel on the wall beneath the display and press the ON button. The button will start flashing and the screen will take several seconds to power on.

Using a laptop

Use the button control panel on the wall to select your laptop by pressing the button labelled Laptop.

There is a VGA and HDMI cable available for laptop connections beneath the button panel. Some laptops will require a display adapter to be able to connect- these are available to borrow from the IT Helpdesk by the DPO if you don't already have one.

Locate the VGA or HDMI laptop cable and plug this into your laptop with the adapter if required. At this point, the laptop should automatically detect the display and output accordingly. If it doesn't, try unplugging and plugging in again.

You may need to make changes to the display configuration on the laptop to ensure that it is displaying in mirrored/duplicate or extended desktop as needed. The most suitable resolution for the large display is selected as default by the AV system.

If your presentation has sound and you are using the HDMI cable, this will automatically connect the sound from the laptop. If you are using the VGA cable you will need to connect the minijack plug attached to the VGA cable into the headphone socket on your laptop. Set the laptop volume to 100% and test with a random song from Windows Media Player/iTunes/YouTube. Use the volume control on the button panel to adjust.

When the presentation is finished, you can disconnect the VGA/HDMI cable and proceed with the system shut down. Please return any VGA/HDMI convertors to the IT Helpdesk.

Using the webcam (for web based video calls)

On the side of the laptop input cable box there is a USB cable/connection for use with the Logitech webcam/mic that is mounted beneath the display. Connect this USB lead to your laptop. You may need to wait a few minutes for the laptop to install drivers for the camera.

Once complete, the webcam and mic should now be available for use within your preferred web based video conferencing software- WebEx, Skype etc. Please refer to the operating instructions for your software to support further setup.

Switching off the system

Use the button control panel on the lectern and press the OFF button. The button should start flashing and the system/display will switch off.