

# JDB-O Video Conference/Meeting Room Operational Guide: AV System

## Using the displays

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. You should see the holding screen for the video conferencing system appear displaying the time.

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## Using a laptop

Use the touch screen control panel on the table to display your laptop by pressing the 'SHARE' button.

There is a VGA and HDMI cable available for laptop connections on the lectern, with a MiniDisplayPort to VGA & a USB-C to HDMI adaptor on a securing ring. Some laptops will require an alternative display adapter to be able to connect. Contact AV Support if you are unsure.

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 borrowed devices to the AV Support team.

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## Using the video conferencing system

Please contact AV Support to arrange the necessary requirements to setup the video conferencing system ahead of your scheduled meeting.

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## Switching off the system

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