



## Room 102

### Operating the TV display

1. Retrieve the TV remote from the drawer nearest the windows.
2. Aim the remote toward the TV, press the TV button, and then press the "ON/OFF" button.
3. Use the volume control on the remote to adjust the sound.
4. Please power off the TV when finished.

### Using your laptop

1. Retrieve the cables from under the table. They are attached with a **red** Velcro strap.
2. Connect your laptop to one of two connection options (HDMI or VGA). If using VGA, there is an attached cable for sound.
3. Ensure the TV is set to the correct input by pressing "INPUT" on the remote until the proper device is selected.

PC-VGA for the VGA cable

PC-HDMI for the HDMI cable

Notes If you are not seeing your Desktop displayed via the projector use the Windows Key (⊞) + P and make sure it is set to "Duplicate"

You may need to change the display resolution on your laptop. We found that 1360 x 768 worked well for our checkout laptops when using VGA.

### Using the webcam and Skype

1. Connect the USB cable to your laptop
2. Install necessary drivers for the webcam (these may load automatically)
3. You can use Skype or any other video conferencing software to communicate, but this software must be installed on your laptop. Skype is installed on our checkout laptops.
4. If you are using video communication we recommend that you not use wireless. Rather, plug the laptop in to the network jack located in the far left corner of the room. The **laptop must be registered on NAU's network**, which can only be accomplished by an NAU employee or student. A network cable is located in the drawer closest to the windows.

### Troubleshooting Notes

1. Hardware  
Control Panel | Sound...  
Playback tab - Speakers, if VGA with 1/8 inch jack  
- M550SL, if HDMI (may require restart with HDMI cable attached)  
Recording tab - Microphone (HD Pro Webcam C920)
2. Skype Windows 8 App  
Charms Bar | Settings for Skype configuration  
Add "Echo / Sound Test Service" as Contact for testing