**QUICK START: Single Room LCD Monitor Set Up**

Building 240, conference rooms 1404, 1405, 1406 and 1407 are represented as rooms E, F, G and H respectively. *This set up guide can be used for any single room.*

When entering the conference room, note the wall plates level with the wall outlets under the projector screen and LCD panels. Each wall plate has a different name shown on its attached label.

1. Note the label at the top of the wall plate that you have chosen to use for your event. In this example, we are using the wall plate VGA E-1.

2. Secure the VGA cable to the wall plate at the designated “COMPUTER IN” connector.

3. At the touch panel, tap the center of the touch screen to activate the display.

4. Tap Start to access the Password menu.

5. Enter the password that was provided to you during your A/V training and tap Ok to access the PC Presentation menu.

6. Tap PC Presentation.

7. Tap the LCD icon. Our example uses No PC.

8. Tap the PC icon you have chosen for your event. Our example is from Step 1.

9. When the event has ended, tap the icon for the Media for the Turn Off menu.

10. Tap Yes to turn off the system and return the display to its original setting as shown in step 3.

DO NOT IGNORE Steps 9 + 10.