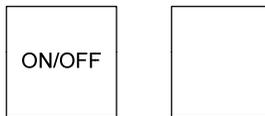


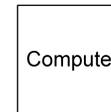
Instructions for use of Melrose Conference Center Rooms

Wallplate Control (Rooms 1 & 2 Only)

**Turns on and off
the projector**

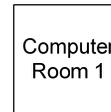
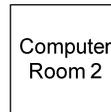


**Selects Video on
Projector (VCR or
DVD plugged into
wallplate)**



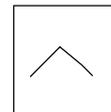
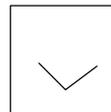
**Selects RGB
(Computer) on
Projector**

**Select Computer
Video from Room 2
(Not Labeled)**

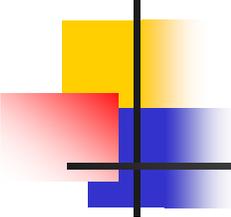


**Selects Computer
Video from Room 1
(Not Labeled)**

**Turns volume down
on projector**

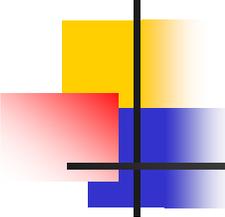


**Turns volume up on
projector**



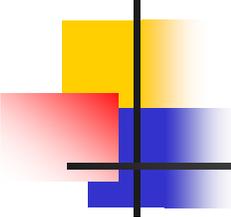
Using a Laptop (Rooms 1 & 2)

- There are wall jacks for a laptop connection along the east wall in both Conference Rooms 1 & 2. In room 1 it is on the east wall near the folding wall. In room 2 it is just to right when you come in the door. In the closet in each room there is a 25' VGA cable that will let you connect both audio and video from the laptop to the wall jack. The laptop video will automatically override the desktop computer video, as long as computer is selected on the wall plate.



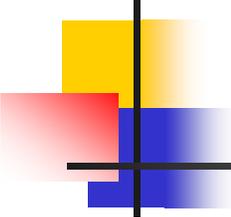
Using a Laptop (Rooms 3 – 5)

- There is a wall jack outside of the closet for a laptop connection in conference room. In the closet in each room there should be a 25' VGA cable that will let you connect both audio and video from the laptop to the wall jack. The laptop video will automatically override the desktop computer video. In room 3 the wall jack is in the southeast corner under the counter, and in rooms 4 & 5 it is on the north wall.



Using a VCR or DVD player

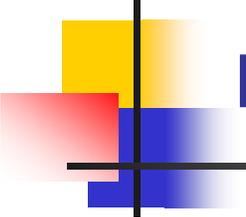
- There are wall jacks for video connections along the east wall in both Conference Rooms 1 & 2. In room 1 it is on the east wall near the folding wall. In room 2 it is just to right when you come in the door. Please supply your own connection cables. Use the wall plate or the projector remote to select the video input.



Using a VCR or DVD player

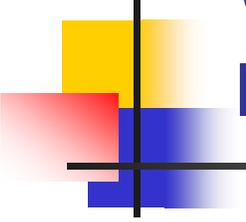
- The wall jack for room 3 is in the far corner from the door, under the counter. For both rooms 4 & 5 the wall jack is on the north wall. Use the projector remote to chose the input once you have connected your device in rooms 3 – 5.

Using the desktop computers



Rooms 1 & 2

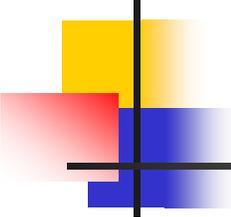
- Each conference room has a desktop computer with a wireless keyboard and mouse.
- To select the computer turn on the projector with either the wall plate control or the projector remote. Select computer, (2nd button down on right side of wall plate), and then select which room will feed the projector. (3rd buttons down on left and right side of wall plate).



Using the desktop computers

Rooms 3 - 5

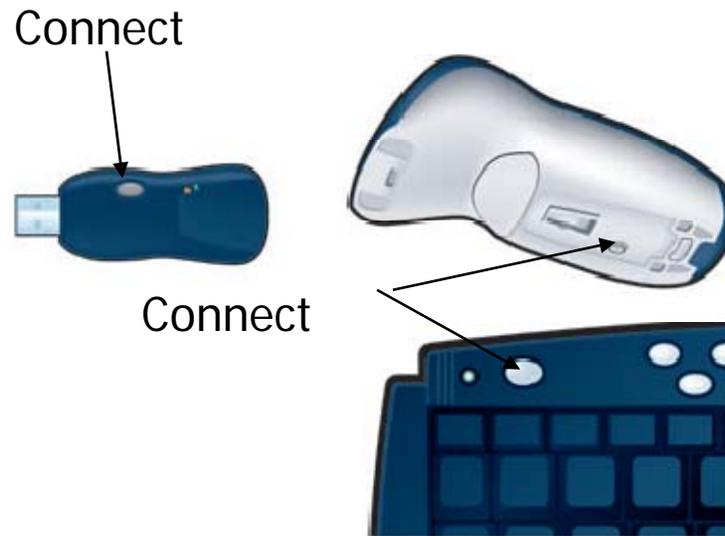
- Each conference room has a desktop computer with a wireless keyboard and mouse.
- Turn to the projector with the remote and select the RGB input, if the computer is not already selected.
- **DO NOT SHUT DOWN WORKSTATION** when done. Just turn of the projector.



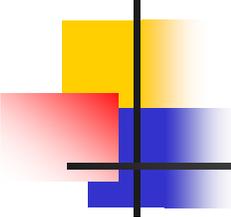
Wireless Keyboard and Mouse

- There is an extra battery for the mouse in a charger in each conference room closet. If you need to swap batteries please put the used batteries in the charger.
- Please replace the mouse on the charging stand when done.
- If the mouse and keyboard do not respond they likely need to be re-synced with the USB receiver on the computer.

Syncing Keyboard & Mouse



- 1) Press and hold the Connect button on the RF Receiver for two seconds. The receiver should be plugged into the back of the workstation.
- The Connect light blinks.
- 2) Press the Connect button on the Gyraton mouse. Repeat steps 1 & 2 for the keyboard.



Added Notes

- Please leave the desktop workstation on, but make sure you shut off the projector when done.
- Please leave the mouse and the extra battery on their charger stands when done.
- If you use the laptop VGA cord please return it to the closet when done.