

**Directions on how to use the new AV Equipment
505 Blockley**

Press on **TOUCH SCREEN** to begin.

Press on **ROOM PC**. (Screen comes down and projector turns on.)

(NOTE – There may be a brief delay for the screen to turn on.)

Wall Panel

Use **LECTURN SOURCES** to plug your laptop into the podium behind the monitor.

Use **WALL SOURCES** to plug your laptop into the wall.

Note: **AUX** is used when you want to project sound into the room (i.e., music from an ipad or ipod with no visuals.)
You will generally not use this option.

Once you are finished with your meeting/presentation, please press **EXIT** and then **YES**.

The phone number for 505 is 215-573-5947.

ALL ELECTRONIC DOCUMENTS LEFT ON THE COMPUTER WILL BE WIPED OUT AT 3 AM EVERY NIGHT.

For more assistance, please contact the AV office at 215-898-0514.