Directions on how to use the new AV Equipment
Strom Conference Room/701 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.)

On the computer screen, double click on "presenter" to log on.

Wall Panel

Use **LECTURN SOURCES** to plug your laptop into the cable cubby located on the right-hand side of the podium.

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.

PROGRAM VOLUME is volume for the computer or laptop.

SPEECH VOLUME is volume for the microphones (one on the podium and one wireless microphone). The podium microphone is always on. To use the wireless microphone (temporarily located on the side of the podium on the shelf near the computer), just turn it on.

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

To make a PHONE CALL

Please note - There is no longer a physical phone available in this room. The phone number for 701 is 215-746-5650.

Press on TOUCH SCREEN to begin.

Press PHONE and dial your number (To dial out, use 9 + area code + number. If an old number is there from the last call, press CLEAR.) Once you finish putting in the phone number, press DIAL on the right-hand side.

HANG UP when the call is completed.

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

PLEASE TURN OFF THE KEYBOARD AND MOUSE IN ORDER TO SAVE BATTERY LIFE.

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