Directions on how to use the new AV Equipment
840 and 940 Blockley

To turn on the **COMPUTER SCREEN**.

Press on **TOUCH SCREEN** to begin.

Press on **ROOM PC**.

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

While you are waiting for the screen to turn on, place your flash drive (if applicable) in the usb port located in the cable cubby in the middle of the conference table.

Go to the "computer" icon on the screen and locate your flash drive.

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

To turn on the screen and use your **LAP TOP COMPUTER**.

Press on **TOUCH SCREEN** to begin.

Press on **TABLE SOURCE** if you want to plug your lap top into the cable cubby in the middle of the conference table.

Press on **WALL SOURCE** if you want to plug your lap top into the back wall underneath the counter area.

Once you decide on table or wall source, you have two choices – **HDMI** or **VGA**. Generally, you will choose **HDMI**.

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 these rooms. The phone number for **840 is 215-573-8969** and the phone number for **940 is 215-573-1518.**

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**.

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.