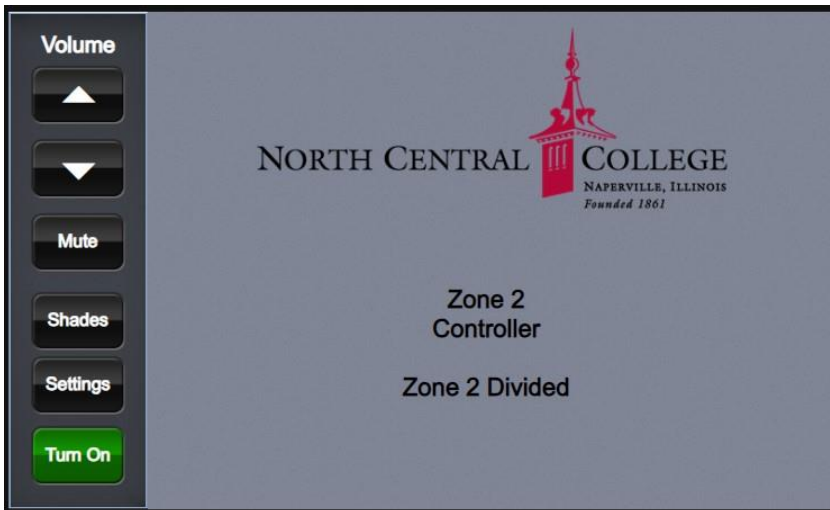# Stevenson Hall Instructions

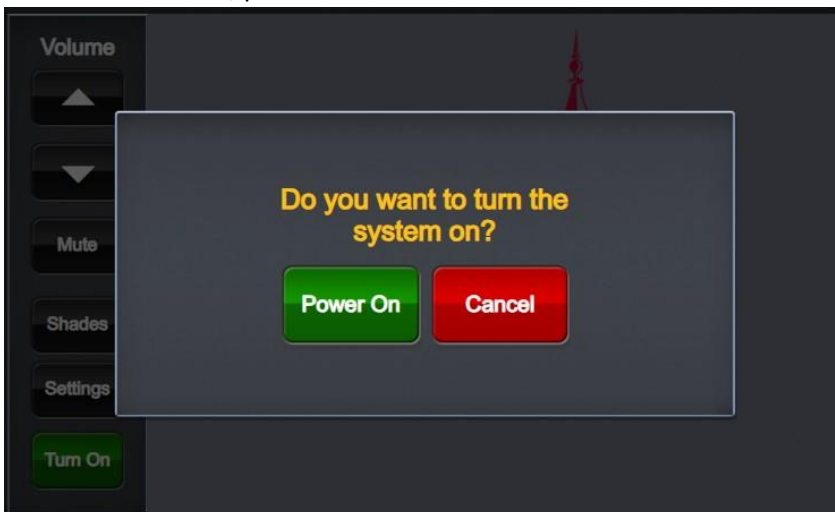Zone 2; Center Room; WSC 204

When Using the Center Room ONLY

Approach the touchscreen located on the south wall of the room; it will sense you, and illuminate.
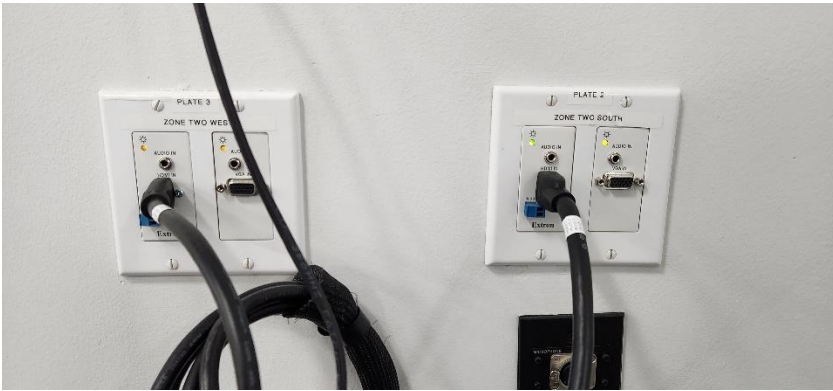

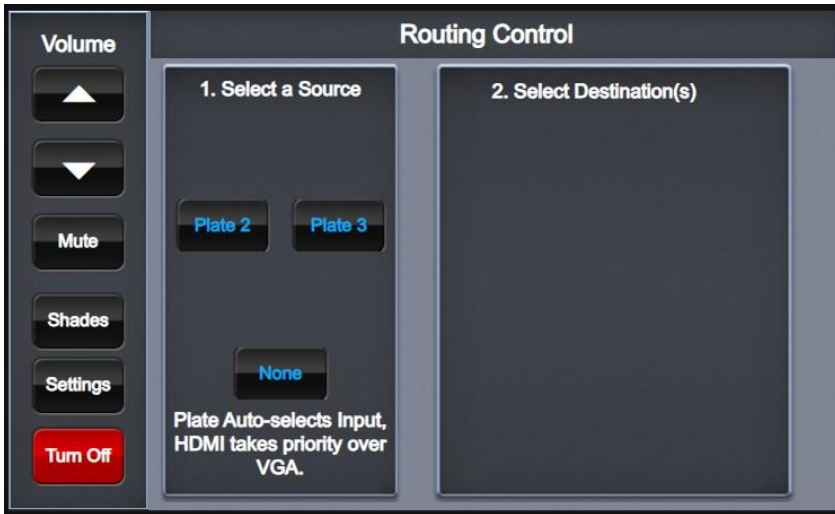Press **Turn On** to begin

On the next screen, press **Power On**

You must choose a Plate number to route the computer display to the desired projector.

To determine the correct plate number, follow the black wrapped cable from the computer cart to the wall. The HDMI connections on the wall illuminate when a computer signal is detected, so the wall plate with the brighter LED is the one connected to the computer. Take note of the label on the top of the wall plate, *Plate 2* or *Plate 3*, and use that plate number on the touchscreen in the next step.
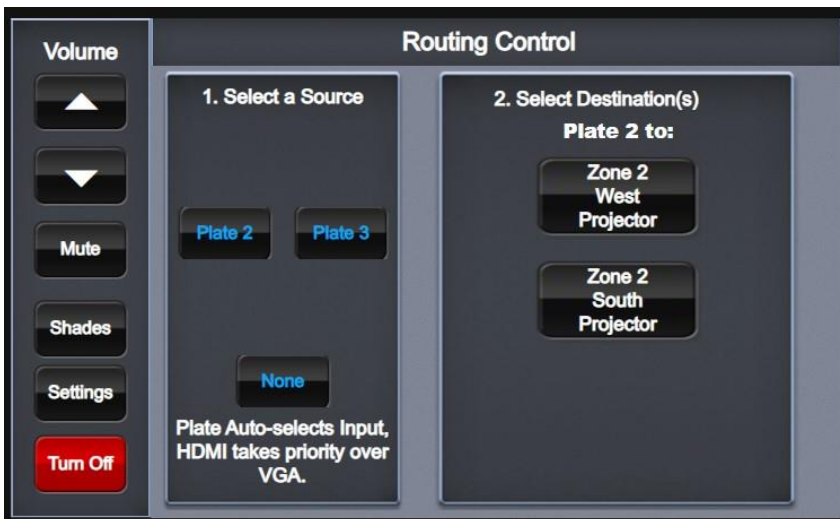

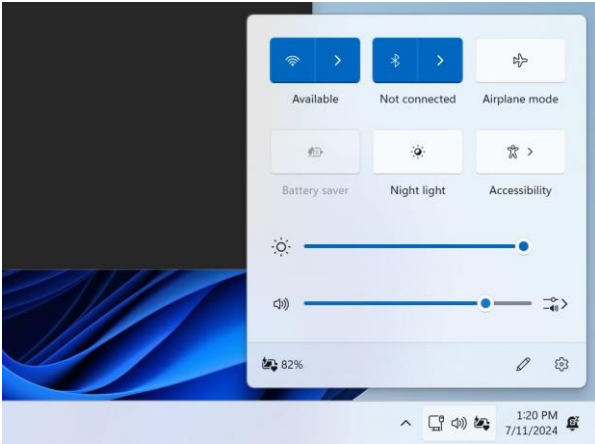Press *Plate 2 or Plate 3* depending upon which was illuminated – however, it is usually *Plate 2*.

Press *Zone 2 South Projector*

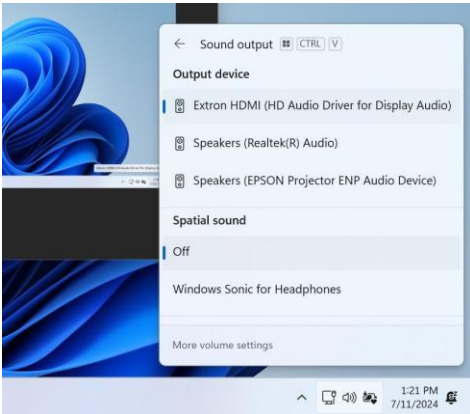The projector will turn on, and the screen will lower from the ceiling.

Volume for the room can be controlled by pressing the arrows on the left side of the screen.
Please remember to adjust the volume on the laptop computer as well.

The correct audio playback device on the computer is Extron HDMI (HD Audio Driver for Display Audio).
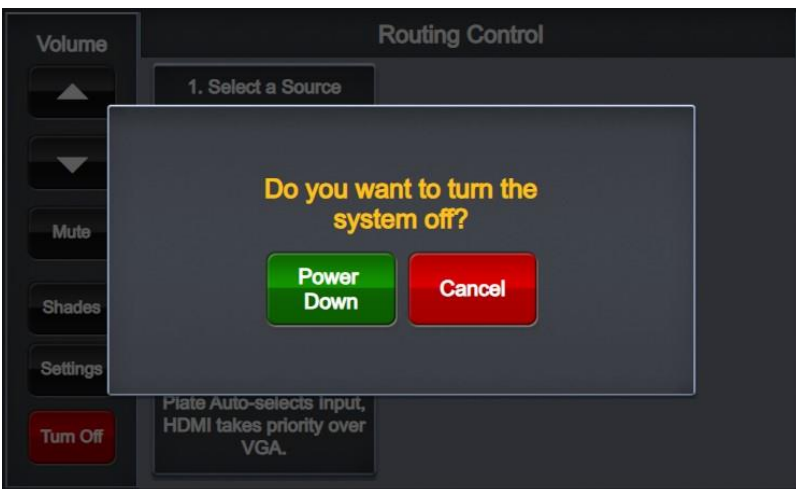

If this is not displayed when the speaker icon is pressed, click on the arrow next to the volume bar to expand the device names and select the Extron HDMI (HD Audio Driver for Display Audio).

When the event is over, always remember to sign out of the computer, turn off any microphones, and turn off the projection system.

To turn off the projector, approach the touchscreen on the south wall.

Press the **Turn Off** button and the screen below will appear.

Press **Power Down** and the projector will turn off, and the screen will raise back up into the ceiling.