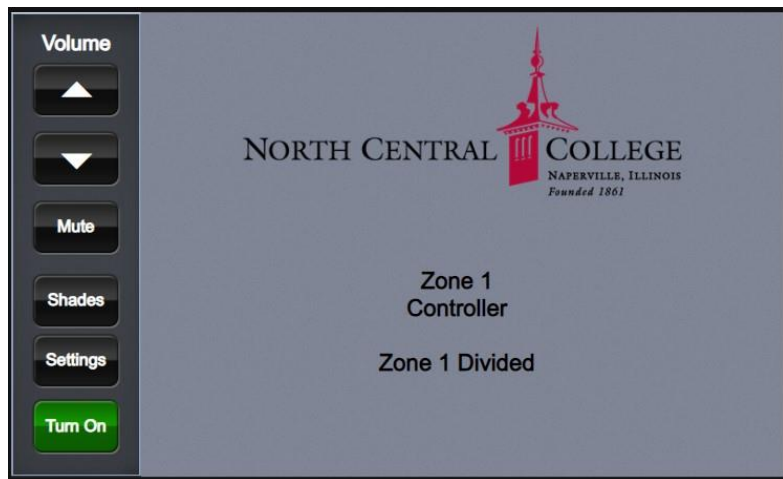# Stevenson Hall Instructions

Zone 1; West Room; WSC 202
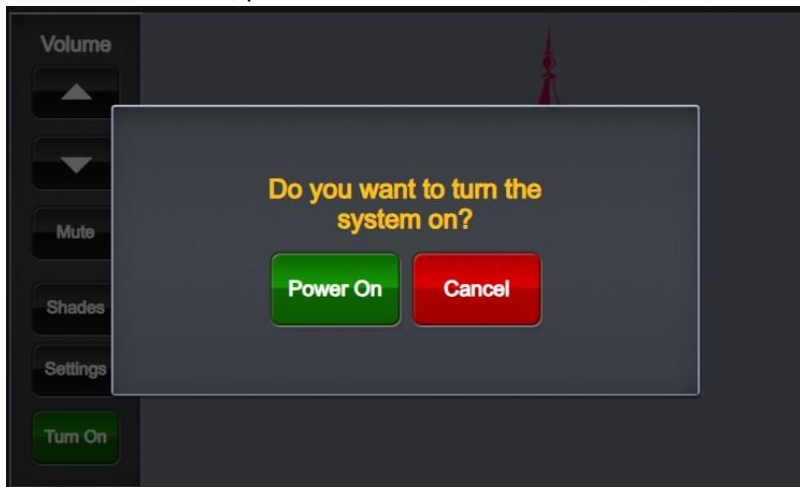
When Using the West Room ONLY

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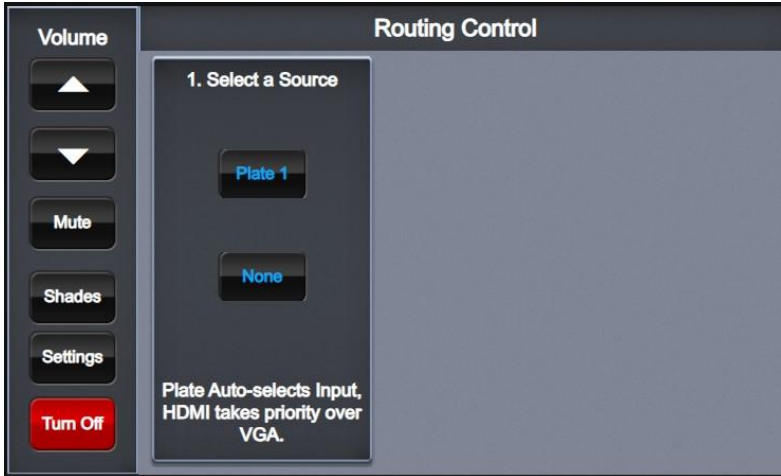

Press **Turn On** to begin
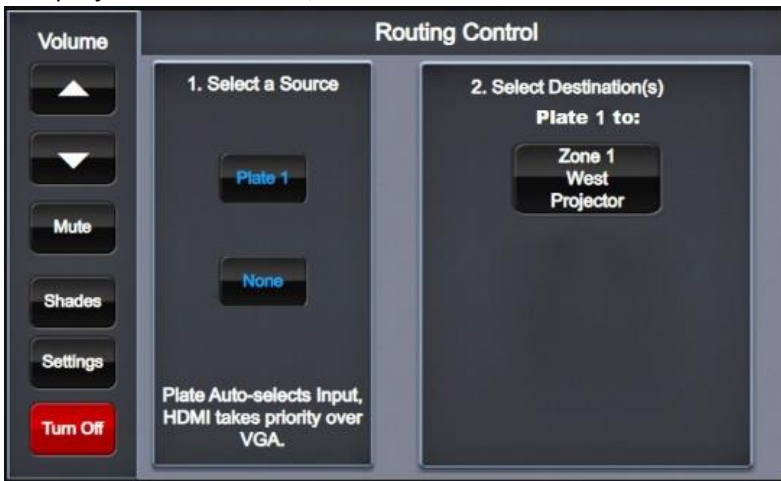
On the next screen, press **Power On**

You **must** choose a Plate number to route the computer display to the desired projector.
When using the west room by itself, there is only one plate available, plate 1.

Press **Plate 1** – the only option in the west room when not combined with other rooms.

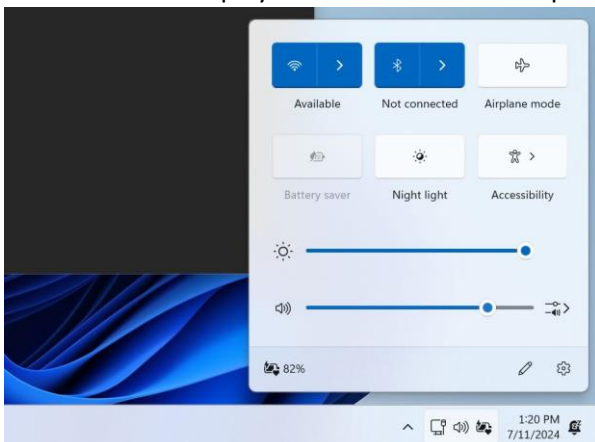Press **Zone 1 West Projector** – the only option in the west room when not combined with other rooms.

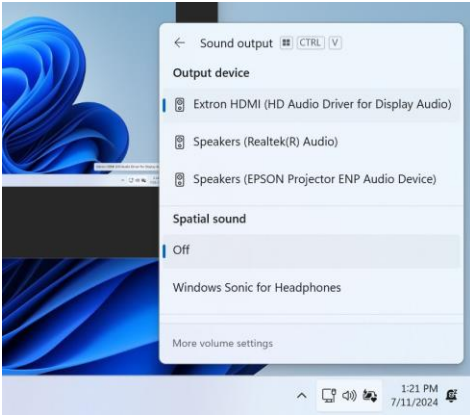The projector will turn on, and the screen will lower from the ceiling.

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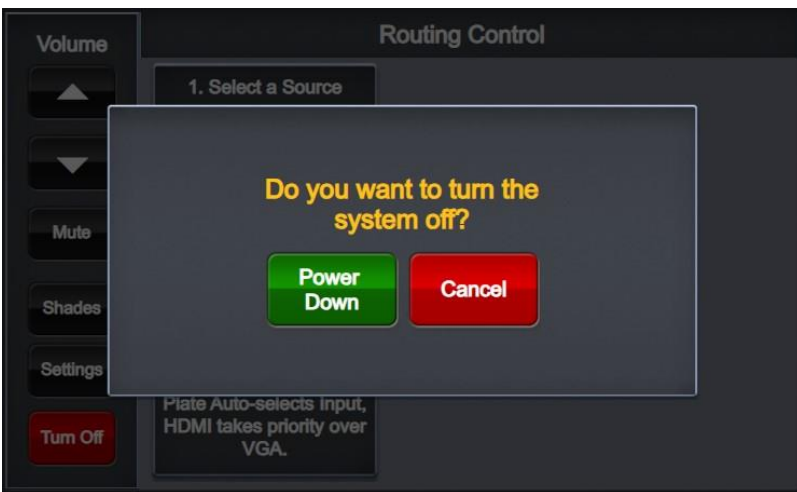
If this is not displayed when the speaker icon is pressed, click on the arrow next to the volume bar to expand the device names and select the Extron HDMI (HD Audio Driver for Display Audio).

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 projection system, approach the touchscreen on the west 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.