

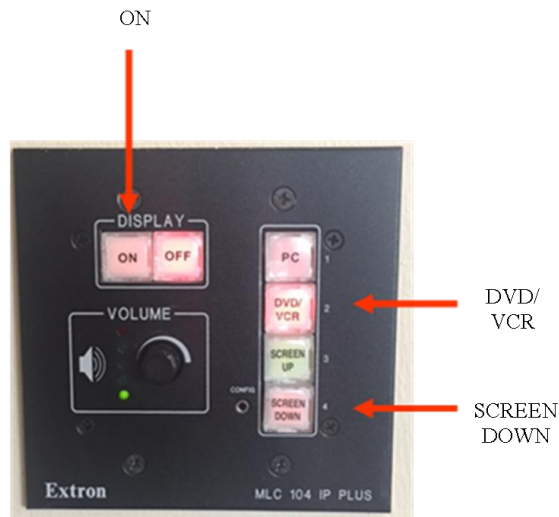
Meadows Meeting Room Procedures for Multi-Media Equipment

****Should you need a demonstration of the multi-media equipment, please make an appointment with a Meadows Specialist prior to your event.****

When checking in for your use of the room, please ask library staff to unlock the media cabinets. Please let staff know if you need the computer cable and/or the DVD remote. These can be checked out from the front desk with a photo ID or your library card.

To Use DVD/VCR:

1. On the wall plate to the right of the sink cupboard, press **"ON"** (It will blink a few seconds); press **"SCREEN DOWN"** and press **"DVD/VCR"**



2. Inside the left-hand media cabinet, turn the DVD player on, insert your DVD, and press the play button



3. Inside the right-hand media cabinet, you may adjust the volume, bass, and treble. The speakers can be found to either side of the screen.



Audio Power :
I = on
0 = off

These Controls Only



SOUTH EAST WALL

Speaker

Drop-down
Screen

- When finished, reverse order of steps from 3 to 1 to power-off.

To Use Personal Computer for a Presentation:

- On the wall plate to the right of the sink cupboard, press **"ON"** (It will blink a few seconds); press **"SCREEN DOWN"** and press **"PC"**
- Connect your computer to the system by using the outlets under the screen. Insert the **green** audio cable into the "audio in" outlet and the black computer monitor cable into the "computer in" outlet.



Computer and green audio cable

Outlet

- Connect the other end to your computer using the end with the computer cable and the **black** audio cable.
- Inside the right-hand media cabinet, you may adjust the volume, bass, and treble. The speakers can be found to either side of the screen.
- When finished, reverse order of steps from 4 to 1 to power-off.