

## Instructions for Hariri Institute Seminar Room, MCS 157

### **Connecting to the Projector:**

**Please note we will be using the wall HDMI/VGA port only.** The floorboard box is currently out of service. When connecting your Mac/PC to the HDMI/VGA wall outlet please make sure you select “Wall HDMI/VGA” on the projector display screen

### **Projector Screen:**

Please keep the screen locked in the down position to avoid it getting stuck in the housing.

### **Process to restore an image to the monitor in the closet should it disappear:**

1. Make sure the monitor is powered on, after a reboot or loss of power the monitor will not turn itself back on.
2. Press “Video 1” on the front of the monitor
3. If no image appears, press, and hold the “Mode” button until the screen flashes, an image should appear within 5-10 seconds

### **Recording a talk:**

- For setting up camera and recording, make sure:
  - The camera is facing the podium
  - Microphones are out and batteries are charged