ARTHUR ROOM A/V GUIDE

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USING THE NWHF-SUPPLIED COMPUTER

STEP 1. Remove the keyboard, mouse and remote from the top right drawer of the credenza.

STEP 2. Ensure the computer is on by checking the front of the computer (or the “top” since it’s wall-mounted) for a white light that is either solid or flashing. If the computer is not on, press the power button located on the back of the computer (“bottom left”, wall-mounted).

<table>
<thead>
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<th>Flashing light when on.</th>
<th>Power button</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Computer with power button highlighted" /></td>
<td><img src="image2.png" alt="Power button on back of computer" /></td>
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STEP 3. If you have a thumb drive, you can put it in one of the USB inputs on the back of the computer (“bottom left”, wall-mounted).

STEP 4. Ensure the computer is awake by pressing the space bar a few times on the keyboard.

STEP 5. Power on the TV by pressing the POWER button on the top left of the remote. If the computer is on, the TV will default to the computer as its input source. If you don’t see anything, press the INPUT button, located on the right side of the remote, mid-way down. Use the up/down arrows to select COMPUTER and press ENTER.
**STEP 6.** You should see a log-in screen on the TV when successful. Press CTRL-ALT-DELETE to login.

NWHF STAFF: Use username ‘frontdesk’ and supplied password.

GUESTS: Use the same username and password as posted for the Wi-Fi.

NOTE: The computer automatically runs on Windows. To switch to Mac OS X, see STEP 8.

**STEP 7.** When done, select LOG-OFF from the Start menu.
STEP 8. MAC OS X: To reboot the computer into Mac OS X. Double-click the BOOT CAMP shortcut on the desktop, or click on the START MENU > CONTROL PANEL > BOOT CAMP and click on RESTART.

STEP 9. When done, in OS X, choose APPLE > SYSTEM PREFERENCES, then click STARTUP DISK. Select the startup disk with the operating system you want to use by default. Click RESTART.
**STEP 10.** When done, power off the TV by pressing the POWER button on the remote. Return the keyboard, mouse and remote to the drawer.
USING YOUR OWN LAPTOP

STEP 1. Remove the remote and either the cable marked HDMI input or VGA input from the top right drawer of the credenza.

STEP 2. Connect your laptop to the cable. There are adapters available for the most common laptop connections in the cabinet.

STEP 3. Connect the other end of the cable to the corresponding port on the wall beneath the TV.
**STEP 4.** Power on your laptop if it isn’t already on.

**STEP 5.** Power on the TV by pressing the POWER button on the top left of the remote. If the computer is on, the TV will default to the computer as its input source. Press the INPUT button, located on the right side of the remote, mid-way down. Use the up/down arrows to select either HDMI or VGA (based on what input cable you used) and press ENTER.

**STEP 6.** When done, power off the TV by pressing the POWER button on the remote. Disconnect the cable and return the cable and remote to the drawer.
USING THE CONFERENCE LINE

**STEP 1.** Dial 503-673-8659 when you’re ready to start the conference. There is NO PIN REQUIRED. Conferences will start as soon as two or more people call the number, even if you haven’t joined from the conference room. The line can take 100 participants on a call.

Each meeting room has a unique conference call line. Since this number is dedicated to this room, there is no need to schedule it separately, or to confirm with staff that you intend to use them. It is just included in a room reservation, whether you use it or not.