A/V Instructions: Small Group Room

To Turn on the System:

1. **Log in** to the computer using a University of Pittsburgh username and password.
2. **Turn ON** the flat panel display using the small power (⏻) button on the white 'Hall Research' control panel.
3. A red light above the power button will illuminate and a blue "Please Wait" banner appears on the flat panel display to show the equipment initializing.

   Note: Please allow 15 to 30 seconds for the display to turn on, during this time the computer monitor may flash.

To Use a Laptop:

1. Connect the VGA cable **OR** HDMI cable to the 'Hall Research' control panel in the VGA port or HDMI 2 port respectively.
2. **Turn ON** the flat panel display using the small power (⏻) button on the white 'Hall Research' control panel.
3. A red light above the power button will illuminate and a blue "Please Wait" banner appears on the flat panel display to show the equipment initializing.
4. Press the 'source' button on the 'Hall Research' control panel until there is a green light displaying next to the VGA or HDMI 2 input, whichever input the laptop is connected to.

   Note: Please allow 15 to 30 seconds for the display to turn on, during this time the computer monitor may flash.

To Shut Down the System:

1. Log off the small group room computer through the Start Menu (⊞).
2. **Turn OFF** the flat panel display using the power (⏻) button on the white 'Hall Research' control panel.