1. **To power on/off TV SCREEN:** Locate the TV remote and point it to the TV and press the POWER button. *By default the TV is set to the correct input (PC IN).*
   - The TV remote is located in the left side drawer in the credenza.

2. **To use the computer in the conference room you will need to:**
   - Access the wireless keyboard & mouse: it is stored in the left side drawer of the credenza. **NOTE:** The wireless mouse will not work on the translucent glass surface of the credenza unless you have a mouse pad or use a piece of paper under it.
   - Turn on the PC and login

3. **To connect a laptop or other mobile device:**
   - **For laptop:** locate the VGA and audio cable in the left side drawer of the credenza. Connect the cables to the laptop and to the appropriate connector on the conference room table.
   - Power on the laptop and the TV.

   **NOTE:** If no image displays on **TV SCREEN**, use Fn + LCD buttons on your Laptop until image desired is displayed.
   - **For other mobile device:** connect appropriate adaptor to the VGA connector on the conference room table. Power on TV with TV remote.

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**VGA Cable**  
*Located in the left drawer in the credenza.*

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**Conference Room Table Top Connections**

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**Turn all equipment OFF after use and return any items removed from the credenza.**

◊ For technical support, contact the MTIS Department at 561-868-3189

◊ For more information about MTIS services, please visit the web page at:  
[www.palmbeachstate.edu/mediatechnology](http://www.palmbeachstate.edu/mediatechnology)