

**AUDIO/VISUAL (AV) SYSTEM
USER INSTRUCTIONS CEC
CONFERENCE ROOM A**



E-1 CAC and CEC Use Policy
Attachment D
Revision Date: 7/27/2018
Page 1 of 8

To reduce troubleshooting issues, please **Do Not** touch any buttons or control dials other than as instructed below.

1. Hook your laptop into the floor jack at the front of the room. The cable has two connectors: one for video and one for audio. There are green Ethernet connection ports, opposite of the floor jacks.



2. Facing the front of the room, in the corner left-hand side, push the switch to lower the projector screen.



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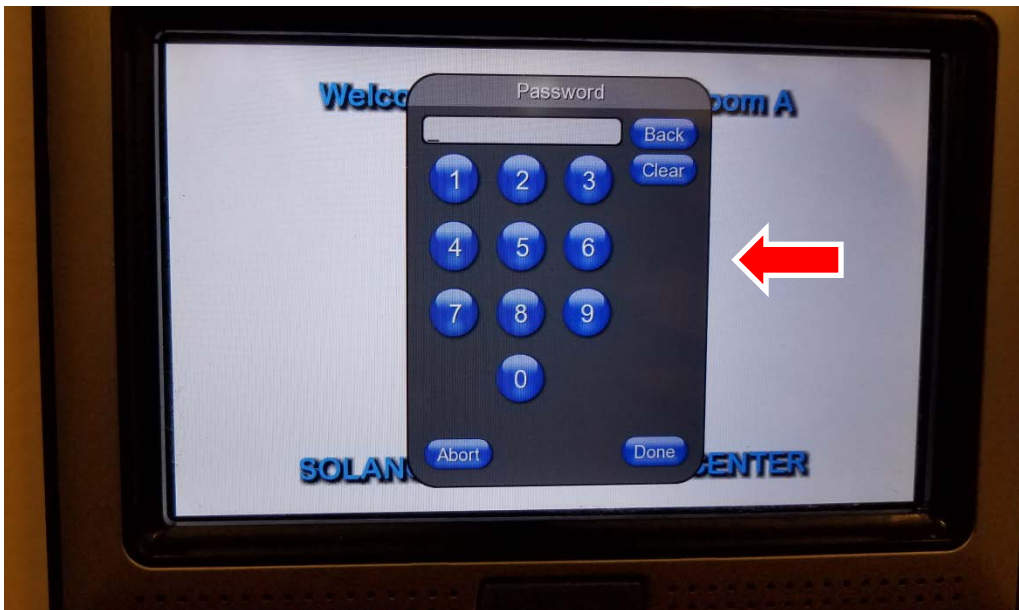


E-1 CAC and CEC Use Policy
Attachment D
Revision Date: 7/27/2018
Page 2 of 8

3. Touch the AMX control panel on the wall near the AV cabinet to obtain the Solano County screen.

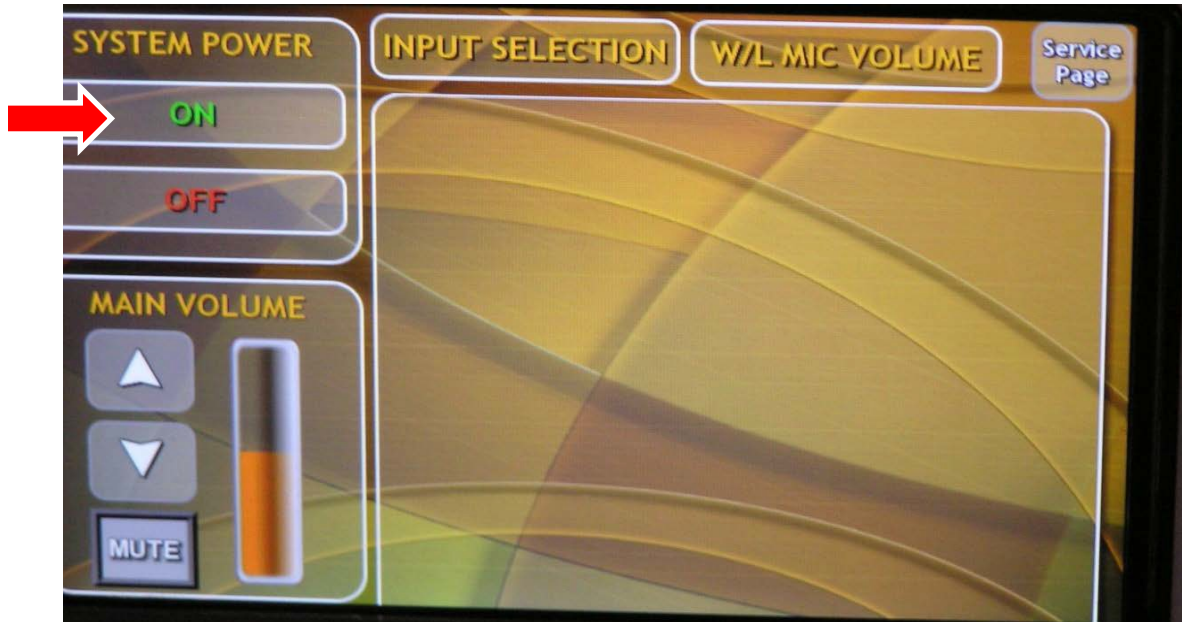


4. A keypad will appear in the middle of the control panel. Enter **5750** and then "**Done**".





- Next, press "On" under "System Power".



- Next, press "NO" when asked do you want to turn on the projector? You **will not** be using the system control panel for the projector.



**AUDIO/VISUAL (AV) SYSTEM
USER INSTRUCTIONS CEC
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E-1 CAC and CEC Use Policy
Attachment D
Revision Date: 7/27/2018
Page 4 of 8

- Next, power on the projector with the remote, pressing the **ON** button. Please note there could be a 2-3 minute delay before the projector fully turns on and displays on the screen.



- Once the projector display appears on the screen, you may need to press the **“Function Key (FN)”** and **“F8”** key at the same time on your laptop to have your presentation show on the screen and your computer at the same time. If your computer prompts you to enter a different key, then enter that key. The screen below will appear on your computer. Choose the second display **“Duplicate”** and press enter to have your presentation show on both your computer and the projector screen.



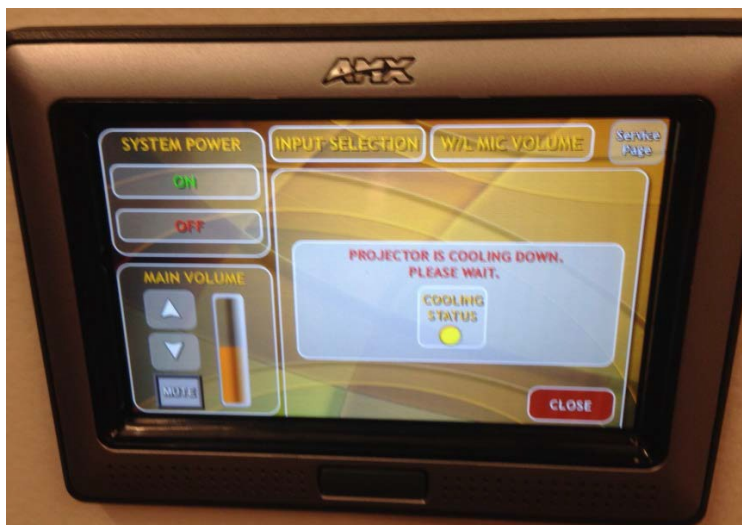


- To adjust the volume on the microphones, go to the AMX screen, use the up and down buttons to control the volume of the microphones. To turn a microphone on and off, press the bottom of the microphone. Do not hold the microphone around the bottom because this is where the antenna is located. The microphone will cut out if it is held in this manner.



Other Information:

- Wi-Fi Information: The Wi-Fi code is "**Events Center**" and the password is **Solano101**.
- If you turn off the projector, you must wait approximately two minutes for it to cool down enough before it can be restarted.



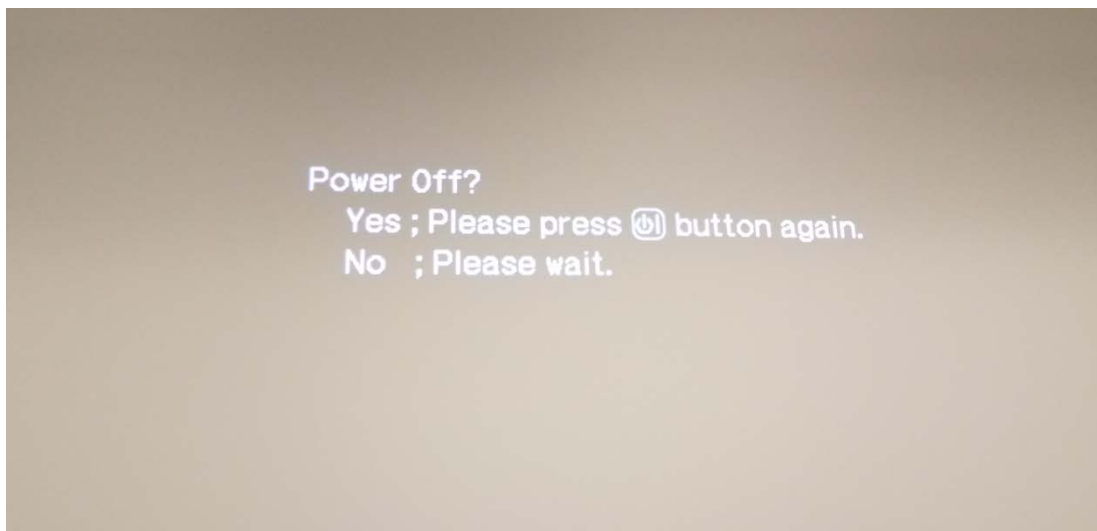
**AUDIO/VISUAL (AV) SYSTEM
USER INSTRUCTIONS CEC
CONFERENCE ROOM A**



E-1 CAC and CEC Use Policy
Attachment D
Revision Date: 7/27/2018
Page 6 of 8

End of Meeting Instructions

1. Next, power off the projector with the remote, pressing the **STANDBY** button (this button will need to be pressed twice). The first time you press the button, the projector will go into standby mode, and then you will see a message display briefly on the screen to confirm if you want to power off. Press the standby button again.



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USER INSTRUCTIONS CEC
CONFERENCE ROOM A**

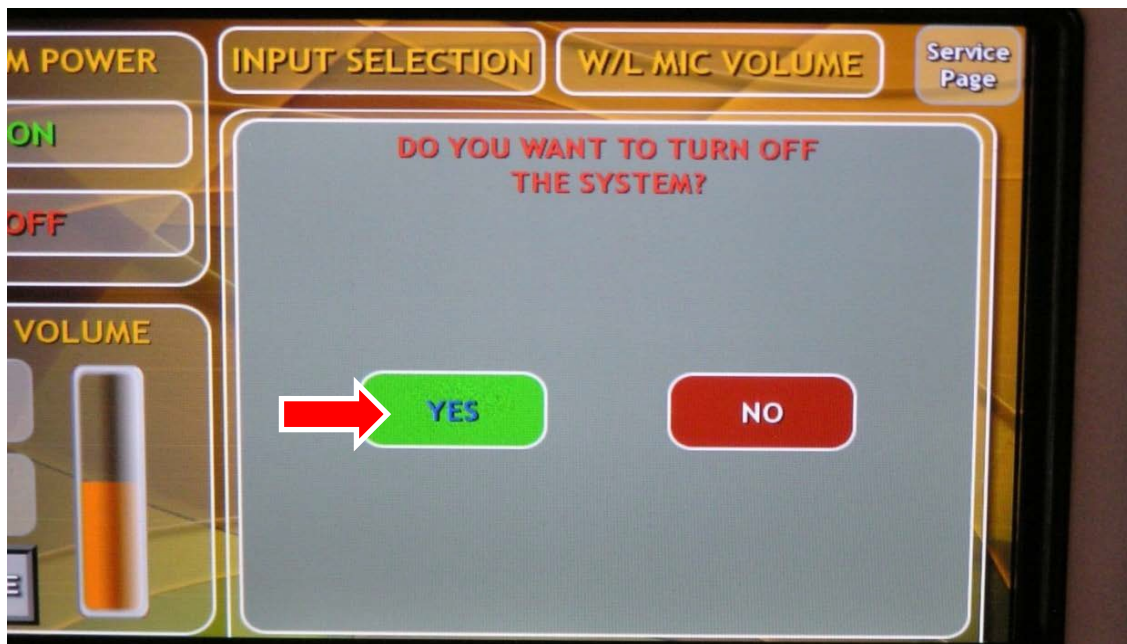


E-1 CAC and CEC Use Policy
Attachment D
Revision Date: 7/27/2018
Page 7 of 8

2. Go back to the AMX control panel and Press **"OFF"** under **"SYSTEM POWER"** (you may have to login again as done in step 4).



3. When prompted to turn the system off, press YES.



**AUDIO/VISUAL (AV) SYSTEM
USER INSTRUCTIONS CEC
CONFERENCE ROOM A**



E-1 CAC and CEC Use Policy
Attachment D
Revision Date: 7/27/2018
Page 8 of 8

The control panel will change back to show the County Seal.



4. Disconnect your laptop from the floor jack.
5. Go back to the projector switch and press the button to raise the screen.

