Dividable Meeting Room with a Touch Screen controller (iPad)

- If this room has a Meeting Wizard installed outside, be sure to tap **Start** within 15min of the meeting starting to prevent the meeting room booking from being cancelled.

- Plug your computer or tablet into an HDMI or VGA + audio input in the AV table box using one of the 3-supplied cables (other adapters if necessary are to be owner-supplied):

  - standard HDMI cable
  - mini-HDMI to HDMI cable
  - VGA+3.5mm audio cable

- Connect the power cable for your computer or tablet in the AV table box

- Turn on your laptop or tablet and configure it, as needed, to display to a 2nd display. For example on a Windows 7 laptop, press ⊞+P to configure presentation mode.

- At the wall mounted Touch Screen, it should say **Touch Here to Begin**. If it doesn't tap **Exit** and select **Shut Down All** to reset the system. Follow the below steps:

  - **Touch Screen to Begin**
  - **Select Source to Display** based on AV table box you are connected to

    (If the moveable wall is open and the two rooms are combined, the Touch Screen display will show you a layout of one single room. If the wall is closed, dividing the room in two, the Touch Screen will display only the sources available for your side. You may also have a choice of which screen to use in divided mode for meeting rooms utilising projectors in place of TV's.)

  - Adjust **Volume** as needed with control on right side of touch screen

WHEN YOU'RE FINISHED, BE SURE TO:

- Tap **Exit** on the touch screen and select **Shut Down All**

- Return the room supplied cables to original location