

INSTRUCTIONS FOR USING NEC MONITOR IN A GROUP STUDY ROOM

Each of the Group Study Rooms has a 40" NEC MultiSync LCD 4010 monitor that can be used to project digital content for group view. To use the NEC LCD monitor, **you need to check out an accessory box containing a PC connection cable from the West Entrance Desk.**

To connect a laptop to the NEC monitor (For PC)

1. Turn on your laptop and log into your Windows system
2. Connect the end of cable with a longer audio cord to your PC and the other end to the port marked PC on the Computer/Video Center panel on the wall.
3. Press the **PC** button on the Control Center panel on the wall and make sure the green light is on.
4. Press Fn+F8 keys on your PC keyboard to loop the display out to the NEC monitor. Repeat this procedure if necessary until information displays on the screen. (Another way to switch the display is to right click your PC mouse and select Graphic Options → output to → monitor).

To connect a laptop to the NEC monitor (For Mac)

1. Following the step 1-3 above except connect the end of NFC cable with a longer audio cord to your adaptor (the adaptor should come with your Mac as an accessory)
2. Press F7 on your keyboard to loop the display out to the NEC monitor. (Another way to switch the display is to (1) go to System Preference, choose Display, and then Change Setting.

To adjust the volume

1. You may do so by turning the volume knob on the Control Center panel on the wall to adjust the volume of the display.
2. Please **DO NOT** turn the sound unnecessarily loud. It will disturb people in the adjacent room/area.

When you are through using the device and the room, please turn off the power of the NEC monitor by pressing the green-lit button for 5 seconds. Unplug the PC cable, coil it, and place it in the accessory box. Lock the door as you leave. Return the accessory box and the room key to the West Entrance Desk. Failure to return the connection cable will result in a replacement charge of \$50 to the user. An overdue fee of \$1 per hour will be charged for late return of the accessory box.