For **HELP** during academic classes, Mon.- Fri. 8am - 8pm call **410-516-6699**

For all other events, support is only available if scheduled in advance by calling 410-516-8303
For all Facilities related needs, please contact Plant Operations at 6-8063 or submit a work request at [http://www.fm.jhu.edu](http://www.fm.jhu.edu)

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**1. TURN THE SYSTEM ON**

Press anywhere on the screen to activate the system.

If the panel is blank and you do not see the JHU start page, press the screen to activate it.

**2. SELECT AN INPUT AND USE THE EQUIPMENT**

- When connecting a laptop, press Lectern Laptop then select VGA or HDMI
- For laptops the optimum resolution is **1280 x 800**.
- For more in depth instruction on using the system scan the QR code above or head to [http://www.jhu.edu/classrooms](http://www.jhu.edu/classrooms)
- **PROJECTOR MUTE**— Use to mute the projector for times when you do not wish to project your source.
- **MUTE**—Use to mute the input volume.
- **HELP**— During regular support hours, please call 410-516-6699, if you need additional assistance

**3. TURN THE SYSTEM OFF**

When you are finished, please press the Exit System button to turn off the system. It will ask you if you are sure you are ready. If you are, press YES. If you wish to continue using the system, press NO.

Be sure that you have ejected any media you may have used and take with you your laptop/accessories.

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The technology in this room is supported by Academic Technology Facilities. We welcome your ideas. Please contact us at [www.jhu.edu/classrooms/feedback.html](http://www.jhu.edu/classrooms/feedback.html)