

Using Hayes Room A/V Equipment

The library has some A/V equipment that is available for all to use. If your program requires a microphone, or more advanced sound capabilities than the TV or projector can provide, you must request help from a librarian in advance of your event.

Location of Available Equipment:

- TV Mounted on Wall
 - TV remote control in locked cabinet
 - HDMI cable attached and coiled on top of Black A/V cabinet
- LCD projector mounted to the ceiling
 - LCD Remote on shelf in podium
 - HDMI connector cable under stage
- Power strip under stage (It is better to plug your personal equipment into the power strip than directly into the wall jack.)

You must bring your own laptop and any adapters required, if your laptop does not have an HDMI port.

Using the TV

- Plug your laptop into the HDMI cable attached to the TV.
- The TV has buttons on the right hand side, back edge. The lowest button is the Power button. Press the power button once to turn the TV on.
- The TV should already be set to input from the HDMI cable, but if not, press the INPUT button (second button from the top) until you see the word *HDMI* on the screen.
- On your laptop you *may* also have to use the function keys to indicate that you want your laptop to use the video output. It is usually *FN + F5*, but can vary based on your machine.

Using the LCD Projector

- Turn the LCD Projector on with the remote located in the podium.
- Connect your laptop using the HDMI cable.
- Power on your laptop. If your screen is not automatically projected correctly, you may have to adjust the display settings on your laptop. You may also need to adjust the zoom and aspect ratio settings on the projector.

The Library cannot offer emergency technology troubleshooting; if you think you will need help, please make advance arrangements with a library staff member to go over these instructions.