Room 423 Setup Guide

General Setup

1) Turn on screens. Power button is located on the back of the left-hand side of the screens. Hold down for one second to turn on and two seconds to turn off.

2) Check splitter box. It should be plugged into the wall for power with both gray HDMI cords plugged into the “Out to Screens” ports. The blue HDMI cord is the one that goes to the computer and should be plugged into the “In from Laptop” port.

3) Make sure that the gray HDMI cords go from the splitter box and one to each screen. They should be plugged into the top HDMI port (Input 1).

4) If your desktop did not automatically show on the screen, check TV input. The button to the right of the green channel up and down buttons is labeled “INPUT”. Press this button until “HDMI 1” is selected and wait. The TV will automatically apply your selection after a second. You can also use the “INPUT” button on the back of the screen itself to select “HDMI 1”. This is located above the power button.
Displaying with a laptop

- **PC**: You can most likely plug the blue HDMI cord directly into your computer. Most PCs have a built-in HDMI port. If not, ask the front desk for an adapter. Provide your laptop so that we can assess which adapter you need.

- **Mac**: You will need to ask the front desk for the Mac to HDMI adapter for room 423. This allows you to connect the HDMI cord to the same port that you usually display from.

Displaying with screens AND a traditional projector onto the wall

1) Follow the above instructions
2) Add another HDMI cable to the “Out to Screens” ports on the splitter box. You can get a cable from the IMC front desk. Connect this cord to the projector and set up projector so that it displays onto the desired wall.

Displaying with the iMac (square silver computer without a monitor on the first screen’s cart)

1) Follow above directions, but plug blue HDMI cord into the back of the iMac instead of a laptop.
2) Mouse and keyboard are on the cart with the iMac. You can use these as you would use them with any other computer, but the display will be on the big screens. Sign in using your BU credentials. You can now access your presentation however you saved it (Google Drive, email, flashdrive, etc.). If you are using a flashdrive, plug it into the back of the iMac, then double click on the icon when it appears on the desktop.