


Guide to Gaylen Kelley Lab (Room 418)

Setting up to display:

- 1) On the wallplate, press the DISPLAY ON/OFF button
- 2) Connect your laptop using the cables housed under the black hatch on the table. If you need an adapter, please see the front desk
- 3) On the wallplate, select the input you are using to connect the laptop (either VGA or HDMI). VGA is the thicker trapezoid with the attached audio cable, HDMI is the flatter trapezoid

If you are having trouble displaying:

- Mac Users: System Preferences → Displays → Arrangement to configure
- PC Users: Press  + P on your keyboard to configure

If you are having trouble with audio:

- If you are using the VGA cable, check that the audio cable is plugged into your headphone jack
- If you are using the HDMI cable, you may need to adjust the volume using the knob on the wallplate, not on your computer
- Mac users using the HDMI cable may need to hold down the Option key and click the volume icon on the menu bar to set the audio device. Audio Output should be set to “Crestron”

Setting up the Conference Phone:

- 1) Connect the power cable to one of the outlets on the side of the table. If the plug is too heavy and disconnects itself, you may need to use a wall outlet and possibly an extension cord. You can get an extension cord from the front desk
- 2) Connect the phone line to the phone jack under the table. It is located inside the door under the table and is labeled with a picture of an orange phone
- 3) The phone number is:

(617) 358-2693