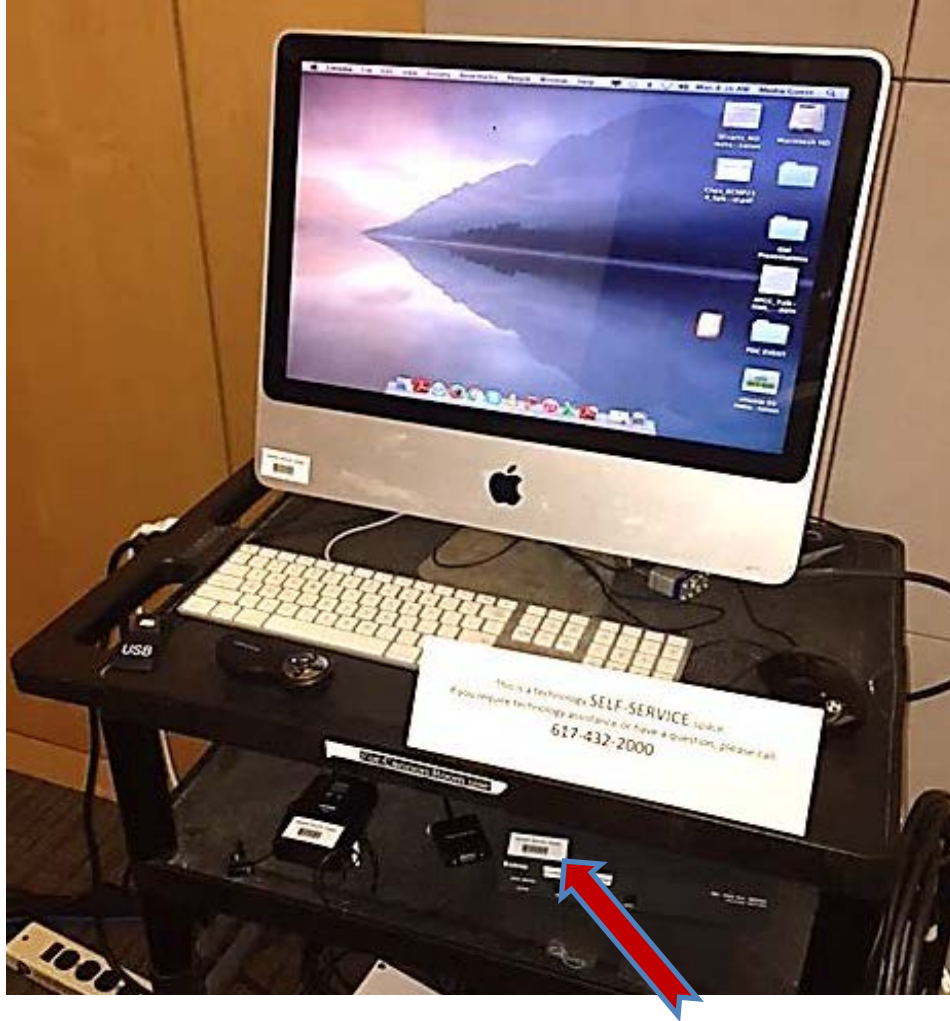




## CANNON ROOM: A SELF-SERVE ROOM

*Locate the MAC Tower on the cart next to the podium far wall as you enter the room.*

1. Wake up the computer by moving the mouse or hitting the space bar



2. Locate the VGA Switcher under the Keyboard on the shelf

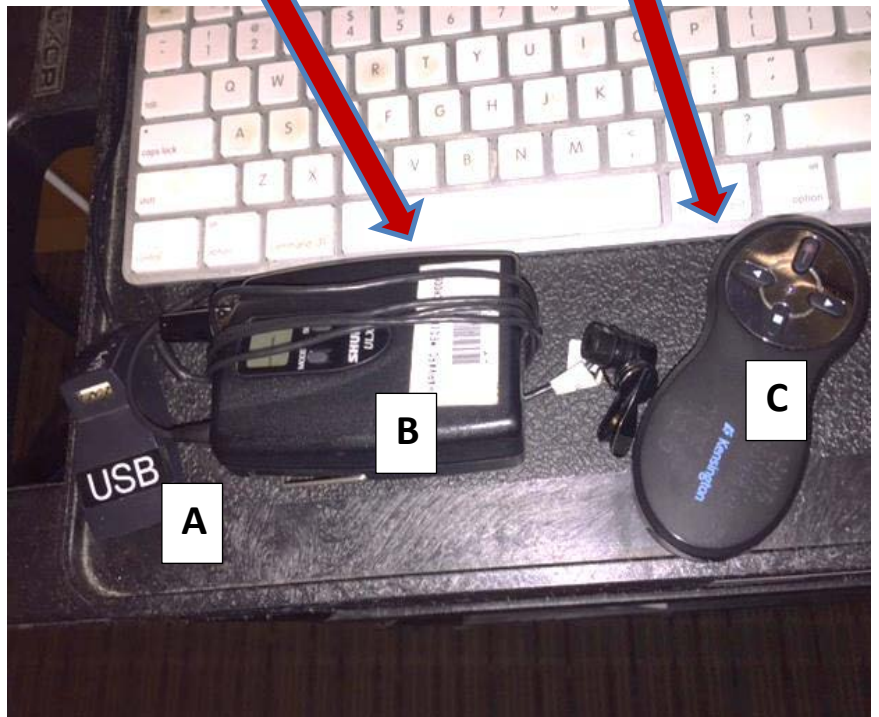


### DISPLAYING THE ROOM COMPUTER- USB THUMB DRIVE

3. If using the room computer, select the *Computer* button, on the far left of VGA Switcher



4. Connect your thumb drive using the USB connector (A). Download your presentation from thumb drive to the desktop and remove the thumb drive. (Also located in the image: Wireless lav microphone (B) and wireless mouse (C) . We will discuss those two components later





## DISPLAYING YOUR LAPTOP OR OTHER DEVICE

5. If using your laptop or other device, select correct VGA switcher input



VGA  
Cable

Find the VGA switcher on the cart shelf and select *Laptop*



6. Find the corresponding VGA adapter from those on the ring for your MAC or device along with the VGA cable on a hook on the right side of the cart. Attach adapter to VGA cable and to device. **\*\*Keep in mind, this room is not digital, (No HDMI with audio) If you have audio on your presentation, the VGA cable has an attached 1/8" audio cable that you should plug into your laptop/device. On the VGA Switcher, you may have to push Computer than Laptop again to connect to the projector display.**

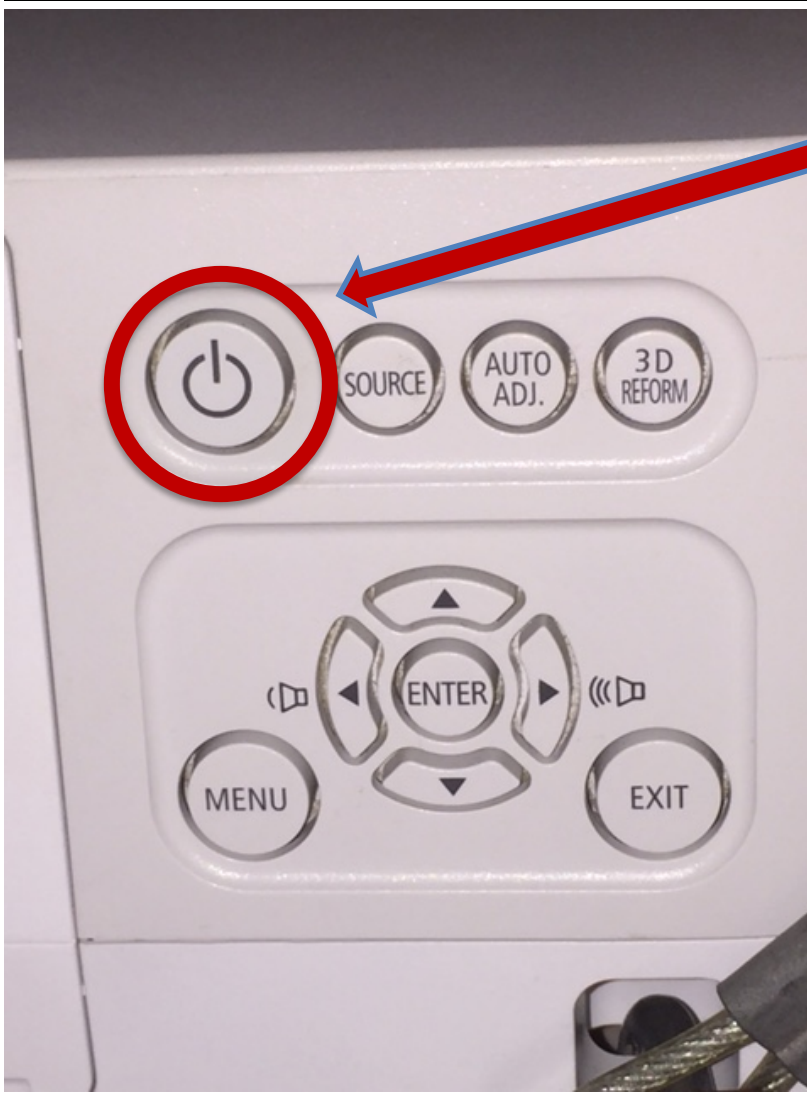


**WIRELESS SLIDE ADVANCER/MOUSE:** If USB receiver is stored in the mouse, remove it and plug into the USB port on the computer. The Red button is the laser pointer, the two arrow buttons are forward and back, the square button puts up a black slide. All of these only work if you are in slideshow mode



## 7. TURNING ON/OFF THE PROJECTOR:

The room projector is located in the rear of the room on a cabinet. There is no remote control for the projector so simply locate the On/Off button on the side of the projector and press the power button, projector will take a minute to warm up.

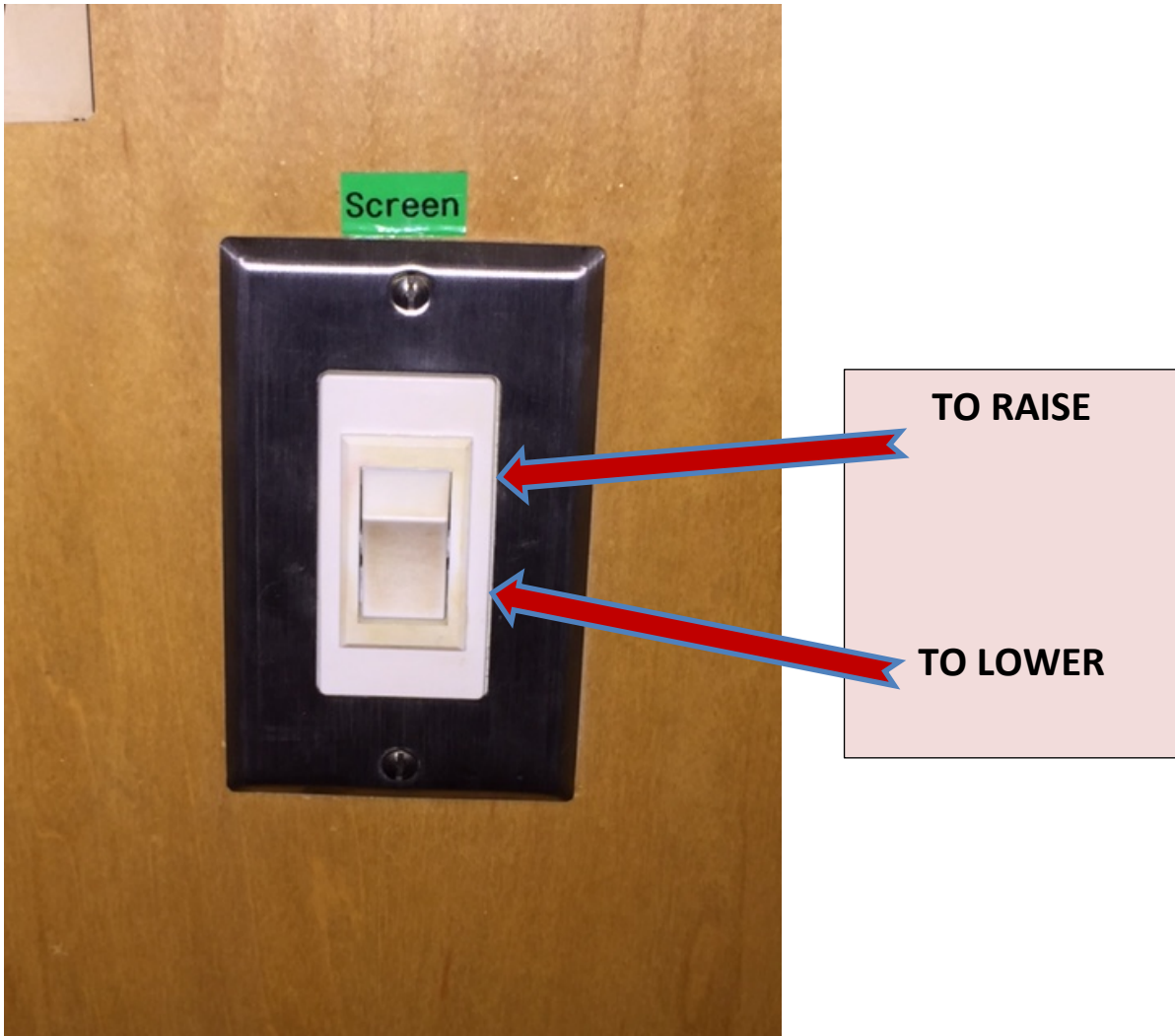


Projector  
On/Off  
Button



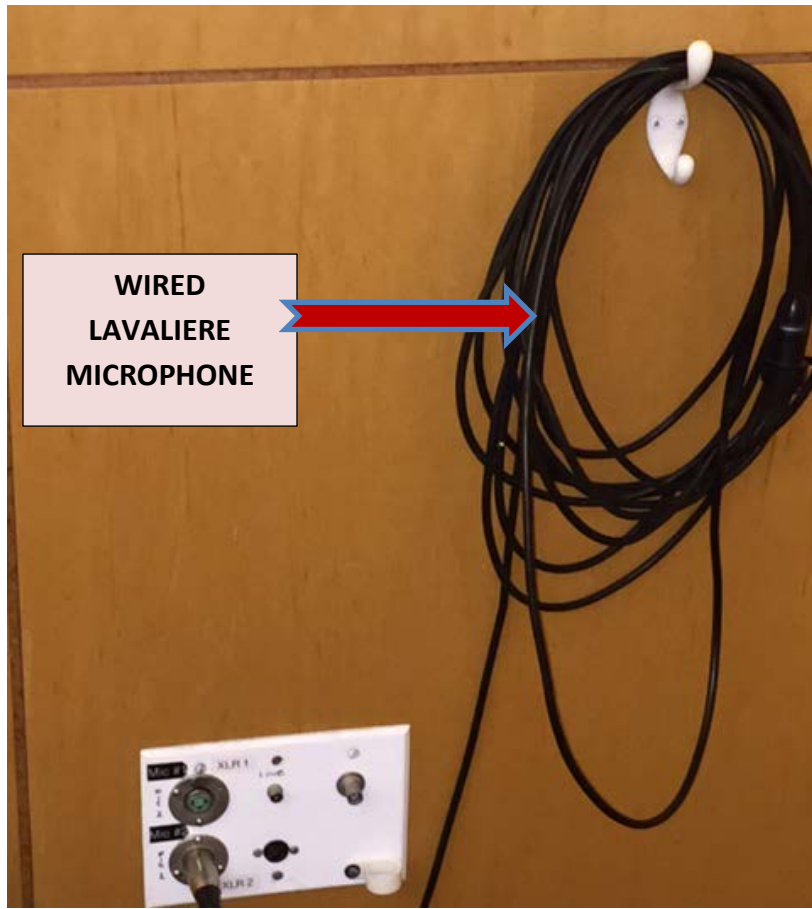
**8. LOWERING OR RAISING THE DISPLAY SCREEN:**

Locate the Screen button on the wall behind the podium and computer cart- push bottom of switch to bring screen down, push top to raise up. The room projector is located in the rear of the room on a cabinet. There is no remote control for the projector



## 9. LAVALIER MICROPHONES IN ROOM: 1 WIRELESS, 1 WIRED

**Wired lav:** Coiled up on a white hook on the back wall behind the podium. Use this microphone for introductions



If you cannot locate wireless lavalier, or if the batteries are missing or dead, contact the IT Service Desk at 617-432-2000



**Wireless lav microphone:** Located on computer cart or in podium, use for presenter. There should be extra batteries for the wireless in the podium.

**End of session: leave computer ON (for updates) and turn the projector OFF by pressing the power button. The onscreen prompt will be: "Are you sure?"- Press Power button again**

For immediate media assistance, call:  
HMS IT Service Desk 617-432-2000  
Monday-Friday (5pm-7pm): 617-999-7735  
Email: [itservicedesk@hms.harvard.edu](mailto:itservicedesk@hms.harvard.edu)

FOR ALL *FUTURE* MEDIA SCHEDULING REQUESTS:  
CALL 617-432-3899 OR EMAIL: [AVC@hms.harvard.edu](mailto:AVC@hms.harvard.edu)