

CHDD Conference Equipment Cabinets Instructions

Be sure all equipment and cables are put away properly after your use.

Equipment Cabinet

Top shelf: VHS/DVD combo player

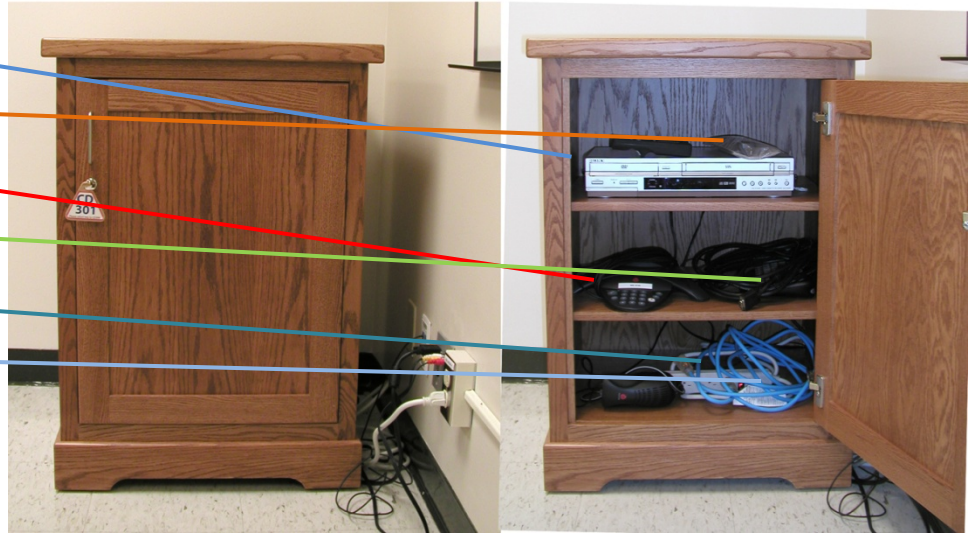
LCD projector remote

Middle shelf: Teleconference phone

LCD projector cable
(connect to laptop computer)

Bottom shelf: Power supply strip

Extension power cord (light blue)



LCD Projector Remote Control

(see individually packaged remote for detailed operating instructions)



Teleconference Phone

(unwrap cable and place on the center of the table)

1. Push top left phone icon key, you should hear a dial tone
2. Dial first phone # (campus #s 5 digits—outside lines dial 9, then area code and phone #)
3. Verify caller can hear you and you can hear them clearly. Adjust volume with 2 upper right keys
4. Push multiple person icon key
5. You will hear dial tone, dial # as above
6. Repeat up to 6 connections
7. When last phone # dial and connection confirmed press multiple person icon one last time
8. All parties should now be able to hear and be heard
9. White key (right side below volume keys) is the “mute” key if you want to be able to listen but not have your room conversations hear by the outside line participants
10. Disconnect by pressing phone icon key (step #1)
11. Rewind cable and place phone back on the middle shelf



top view

