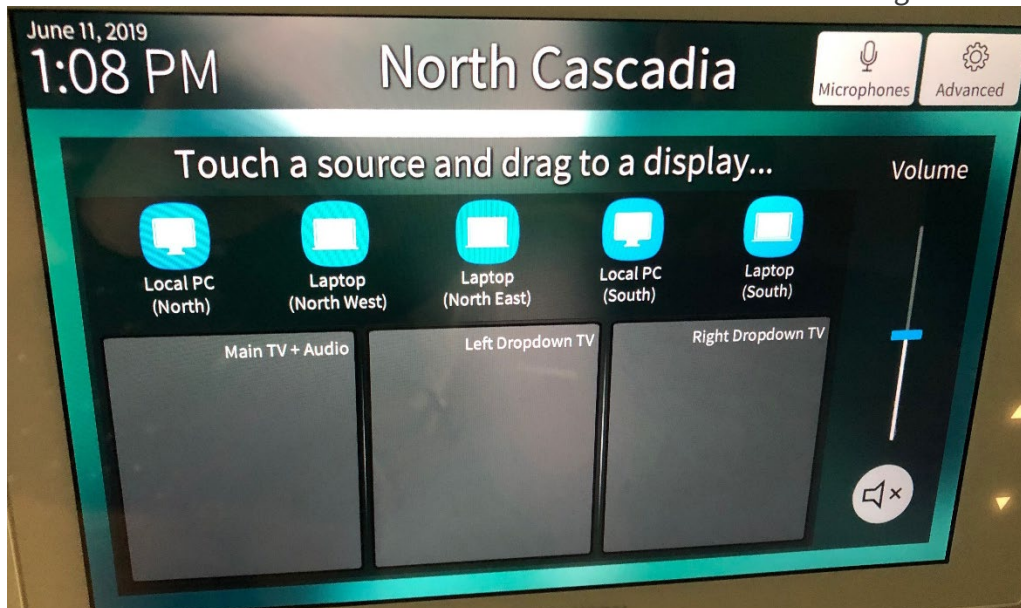


## Cascadia Multipurpose Room

We have one large screen, as well as two drop-down screens in this room that can show the same content, or separate content depending on what is being presented.

Touch one of the wall-mounted touch screens to start. You will see the following:



- The top row of icons/sources is what you would like to show on the screens (either a Local PC or Laptop connection via HDMI or AirMedia).
- The bottom half of the touch screen you will see 3 areas “Main TV +Audio”, “Left Dropdown TV”, and “Right Dropdown TV”.
- Touch the icon/source that you want to present from and drag it to the box/screen you want it to display on. You can choose the same icon/source and drag it to all 3 screens if you want to show the same thing on each screen.
- You can also use the wall-mounted touch screen to control the room volume.

### LOCAL PC (VIDEO CONFERENCING)

- Once you drag a “Local PC” icon/source into one of the TV areas, that screen will turn on and you can use the corresponding wireless keyboard and mouse to log into the room’s PC.
  - If there is no Murdock staff member in your meeting, you may use our Guest account to login which will give you access to the internet and Microsoft Office.  
Username: **mjmguest**  
Password: **Found@Zone@363**
- You are able to log into your video conference/conference calling system via a browser and start your meeting.



## LAPTOP

- Once you drag a “Laptop” icon/source into one of the TV areas, that screen will turn on and you can connect and share your laptop by connecting the HDMI cable to the appropriate port around the room (NW, NE, or South).

## AIRMEDIA (NOT IDEAL IF SHARING VIDEO)

- Once you drag an “AirMedia” icon/source into one of the TV areas, that monitor will display an instruction screen.
- Make sure you are connected to the MJM Guest WiFi (password can be found in the room) and follow the instructions on the screen.

## USING HANDHELD OR LAV MICROPHONE(S)

- There are (5) wireless handheld microphones, and (5) lavalier microphones (clip on) available.
- To turn the mic ON, hold down the power button for a few seconds until you see a green light and number on the mic’s display.
- You can use the wall-mounted touch screen to control the microphone volume by touching the “Microphones” icon on the top right corner and adjusting the level for the given mic #.
- To turn the mic OFF, hold down the power button for a few seconds until you see the green light and display turn off.

## TURNING THE ROOM OFF

- No need to shut down or turn anything off manually.
- Once you are finished using the room, simply drag the icon(s) from the bottom half of the screen out of that area so that it no longer shows in that box.