Shared Conference Room
Computer Use Instructions:

1. **Turn on the display**. You may either push the power button on the right side or the red power button on the remote control.

2. The display should say "RGB" after a 20 second warm up. If not, push the PC/HDMI button on the remote. If HDMI and a number are displayed continue pushing the PC/HDMI button until "RGB" is shown. You may also use the input button on the right side of the monitor if you need to change the setting to "RGB". Use the channel ^ to change the setting. Note if using an external laptop simply plug your laptop device into the VGA connector cable located next to the USB hub.

3. If the computer is not on, open the cabinet and **turn on the computer**. The power is a black button to the right of the HP silver logo.

4. Press CTRL-ALT-DEL and then OK the usage statement.

5. Select "Other User", if your login name is different from the one displayed.

6. **Login** using your AgNet email/domain credentials.

7. Username: <firstname.lastname>

8. Password: <your AgNet password>

9. <u>If you do not have an AgNet email account check with the conference room coordinator for guest credentials.</u>

10. There should be a wireless keyboard, mouse and a PowerPoint slide advance device available. There should be a USB hub for use with external USB devices. <u>DO NOT DISCONNECT EITHER THE USB HUB OR USB DEVICES OR THE COMPUTER WILL NOT FUNCTION PROPERLY. Please contact the numbers below if these devices are not available or operating correctly.</u>

11. When finished **LOGOFF** of the computer by clicking on the LOGOFF icon on the Desktop.

12. **Turn off the display** by pressing the POWER BUTTON on the RIGHT SIDE.

13. Please do NOT turn off the computer.