



Operating Instructions for Group Study Rooms 116, 117, 118, 119, 120, 123

To use the installed laptop computer

- Make sure the computer is turned on; log in with your PennKey and password
- Verify that all cables are properly connected and secure
 1. Video cable on right side should be securely screwed in
 2. Audio should be in the green headphones jack on the left
 3. Ethernet should be in the jack next to the headphones, with blinking indicator lights
 4. Power is connected at the rear
- DVD/CD-R drive is located on the right side of the computer, press the small blue button to open the tray
- USB ports are located on the left, next to the security cable

To connect your own portable computer

Everything you need to connect your portable computer is located in the Cable Cubby

- Electric outlets for power
- Network cable. Wireless networking is available, but in general, a wired network connection will provide better speed and more reliable connection
- Video and audio cables to connect your computer to the monitor and speakers

The Cable Cubby



To use the wall-mounted monitor & speakers

- Make sure the small power indicator located in the lower right corner of the monitor is green; if not, press the power button. It is the right-most button at the bottom of the screen.
- Inside the Cable Cubby you'll find a small switch; set this to **Installed** to display the installed computer; **Portable** to display your portable computer
- Use the monitor arm to position the monitor so that everyone at the table has a good view; please do not use excessive force when positioning the monitor, and take care not to damage the wall behind.
- Adjust audio volume with the knob on the speakers; if you don't hear anything check that the audio cable is properly connected, and that the volume control on the Window Task Bar is not muted, and turned up.