

# How to Use the Auditorium (IAC) AV Switcher



This guide explains how to connect laptops and the AV room desktop to the Auditorium AV system using the **IAC AV switcher**.

## “ Important:

- The **top row** of buttons contains **outputs**.
- The **bottom row** of buttons contains **inputs**.
- **Do not touch any equipment below the AV switcher** unless you have consulted IT first.

## Connecting a Laptop

Laptop HDMI ports are available around the Auditorium:

- One on either side of the stage
- Atop the stairs below the AV room window
- Inside the AV room

## Steps:

1. On the **input row (bottom row)** of the AV switcher:
  - Select your **HDMI port number** on the left side while **Video** is selected on the right side.

- Select the same **HDMI port number** on the left side while **D-Audio** is selected on the right side.

“ **Tip:** Make sure your laptop is powered on and connected to the correct HDMI port before selecting inputs.

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## Connecting the AV Room Desktop

If using the **desktop computer in the AV room**, on the **input row (bottom)**:

- Select **Number 1** on the left side while **Video** is selected on the right side.
- Select **Number 1** on the left side while **D-Audio** is selected on the right side.

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## Sending Output to the Projector

1. On the **output row (top)** of the AV switcher:
  - Select **Number 1** on the left side while **Video** is selected on the right side.
  - Select **Number 1** on the left side while **D-Audio** is selected on the right side.
2. Ensure the **projector is powered on** using the remote.

“ **Note:** There should be no need to press any other buttons on the projector remote. All AV functionality is controlled via the AV switcher.

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## Mirroring Your Laptop to the Desktop →

1. On the **output row (top)** of the AV switcher:

- Select **Number 2** on the left side while **Video** is selected on the right side.

“ This allows your laptop screen to display on the AV room desktop.

“ **Reminder:** If you encounter any issues, contact the IT department before adjusting any equipment below the AV switcher.

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