



## **Getting Familiarized with Meeting Room A/V Facilities**

**Duration: 1.5 Hours**

### **Training Contents:**

1. Starting and stopping using the AV system
2. Selecting and displaying an AV source (e.g. Notebook, AUX & AppleTV)
3. Connecting a notebook to the AV system (e.g. HDMI connection)
4. Identifying different types of AV cables & adaptors (e.g. HDMI, SVGA)
5. Playing movie with sound
6. Prepare presentation slides to make full use of projection screen (4:3 or 16:9)
7. Airplay on iPad, iPhone, or Macbook to the screen via AppleTV
8. How to adjust sound volume
9. Using microphones
10. Voice lifting
11. Connecting a notebook for video conferencing like Vidyo or Skype