

## How to operate the Collaboration Tables in Queen Anne 165

### To use the display screen

Press On (top left button) on control panel  
Select device to connect to, e.g. VGA; HDMI; Main PC; or Audio Mute on the control panel.

### Laptop connection via VGA / HDMI

Connect the laptop's external monitor output (15-pin 'D-shape' connector) to the trailing VGA cable

Enable the external monitor (VGA) output on your laptop,  
e.g. Fn+F7 (key combination may vary)

For laptop audio (if required): connect laptop audio/headphone output to the trailing audio cable (mini-jack connector). The laptop's own volume may also need to be adjusted.

Adjust volume as required using VOLUME buttons on right-hand side of control panel.

### iPad connection via VGA / HDMI

Follow the instructions above

Use suitable VGA or HDMI adaptor

Adjust volume as required using **Volume** buttons on right-hand side of control panel.

