

## CONFERENCE ROOM CLE-B301 – QUICK USER GUIDE



- On the control panel, select LAPTOP **[1]**. Connect your laptop to a power supply and then either to HDMI or VGA cable located on/near the presenter's desk. The CLE reception (open until 4:30 pm) has a few adapters if needed.
- Switch the system ON **[2]** **from the control panel.**  
Don't touch anything inside the rack!
- If needed, use the Lavalier/hand held microphone(s) located in the drawer inside the rack. Check battery levels on the little LCD screen located on each microphone. Make sure the mute switch is not engaged. **Adjust the volume** of the microphone(s) or any sound source **using the big dial on the control panel [3]**.
- Once you're done, PLEASE switch the system OFF **[4]** from the control panel.  
Do not switch off anything inside the rack!
- Power off any microphone(s) you have used and put them back inside the drawer. If the batteries are low, please change them. Two little plastic boxes for new/used batteries are located on top of the rack. Be considerate to the next user ☺
- Leave the room the way you found it. No food. No drinks. THANK YOU!
- Bring back adapters to the CLE reception desk.

GOOD LUCK FOR YOUR PRESENTATION!