Press the “ON” button in the top left corner and TAP the tablet to wake the screen.

Connect your device by using either the HDMI or VGA cable.

Note: **VGA** input requires 3.5mm audio connection. Only use adapters if your device does not have **HDMI** or **VGA**.

When ready, push the **SHARE** button on the tablet.

The **volume** and **mic** mute keys on the tablet control the **speaker** volume and **mic** mute in the room.

Press the “OFF” button when you are done using the system.

Contact Facilities for any questions or concerns, 650-724-3333.