

# Festsaal 823 Quick Start Guide Medientechnik

**Access to the seminar rooms:** If the room is locked the keys may be obtained at the main reception (open all hours) in the IG Farben building. Microphones and adapters are also available there.

## **Projection of the laptop image:**

- Connect the necessary cables to your laptop.  
If you need an adapter e.g. for Mac, these are available at the IG Farben House reception.
- Your Laptop has to send the image via the external output on your device. If your content is not being projected despite the cable (and adapter, if in use) being correctly connected, please try the following:
  - o **Mac:** It might be necessary to disconnect the adapter + cable and reconnect a few times in order to establish a connection to the projector.
  - o **Windows:** Press and hold down the key-combination **Windows + P** and then select 'Duplicate'.



Your laptop signal sent via HDMI or VGA cable will be detected and the projector will start automatically.

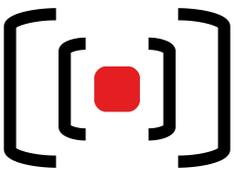


After establishing your Laptop connection you can determine which signal the projector receives and displays via the touch panel on the wall (shown above). Here you also have the option to 'pause' the projection or switch the projector off completely.

**Audio:** Here you can adjust the volume of the four (4 ) wireless microphones, the laptop audio and the master volume.

**After your event, please switch off the projector and the lights before exiting the room.**

**Projector → Off or Power off → **



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**If you have any questions or require assistance, please contact the Medientechnik Team :**

**Phone: 069/798-36111**

**Mail: [mt-support@uni-frankfurt.de](mailto:mt-support@uni-frankfurt.de)**

*Please note that the Medientechnik Team is not responsible for inquiries or problems concerning electricity, furniture, air conditioners, login accounts, Internet, training equipment and Goethe cards.*

**Störungsannahme Casino: 069/798 – 35552**

**Goethe Veranstaltungs Service (GVS): 069/798 – 34555**