# QUICK START TO USE SYSTEM

**6th Floor Meeting Rooms**

To turn on the TV, tap the RED **power button** once. (Pointing remote directly at TV)

The computer should be on the desktop ready to go. If not, you can try tapping “SOURCE” and choose HDMI 1.

*If not, the computer might be off. Please contact the Luskin IT Helpdesk helpme@luskin.ucla.edu 310-206-6767*

Next to the TV you will see an HP Tower machine. This is your PC. It should be powered on at all times.

You may need to tap the keyboard/move the mouse to wake the system up.

If you wish to connect a laptop to the TV, please use the HDMI cable that is located under the screen. You can change the INPUT to the HDMI 2 for your laptop.

*If you need an HDMI adapter or VGA/HDMI adapter to use the system, please contact your department admin, or the Luskin IT Helpdesk ahead of time.*

The PC has a USB Camera available (use for Skype etc) See below for SKYPE accounts per DEPT.

*Social Welfare:*
  *Skype Username:* Luskin.SwSkype
  *Skype Password:* Luskin$skype

*Urban Planning:*
  *Skype Username:* Luskin.UPSkype
  *Skype Password:* Luskin$skype

*Public Policy:*
  *Skype Username:* Luskin.PPSkype
  *Skype Password:* Luskin$skype

This is the wireless keyboard and mouse. It is labeled for the room it is designated for.

**SHUTDOWN:** Please do NOT shutdown the PC, simply POWER OFF THE TV

For support between 8a-4p, please contact the LUSKIN IT HELPDESK.
Phone (310)206-6676 Email: helpme@luskin.ucla.edu