

## Teaching dock AV guide For Bahen Centre BA B025 and BA 2159

The teaching dock will be remotely activated by our technicians. Please note that the teaching docks do not have microphones, as they are typically in smaller classrooms where there is no need for microphones.

If the teaching dock appears to have a black screen, press the grey button on the side of the teaching dock to notify our AV technicians and they will be able to support you.

Please follow these steps to set up your presentation:

1. Use your personal device such as a laptop, tablet or iPad. **Please ensure the port on your device is a miniport, HDMI, or USB-C compatible.** Load your slides on your device and project them to the room by connecting your personal device using HDMI directly or an intermediary adapter, such as the USB-C to HDMI (usually for Mac devices) or Mini-DisplayPort to HDMI (usually for Windows devices). These adapters are cabled onto the HDMI cord in the room.
2. After you connect your device, the content will be projected to the teaching dock screen.
3. Once you are done with the space, please disconnect your device and make sure to take it with you.

Should any technical emergency arise, please press the grey button on the side of the teaching dock.