Twin Towers
Empire Room and Floyd Room

'Sloppy' Floyd Twin Towers

Empire Room   Floyd Room

Internet and A/V Connectivity Guide

200 Piedmont Avenue, SE
Atlanta, Georgia 30334

Introduction
Welcome to the Twin Towers! This guide is to assist you in the event that you have internet and Audio/Visual - connectivity needs for your special event in either the Empire Room or the Floyd Room.

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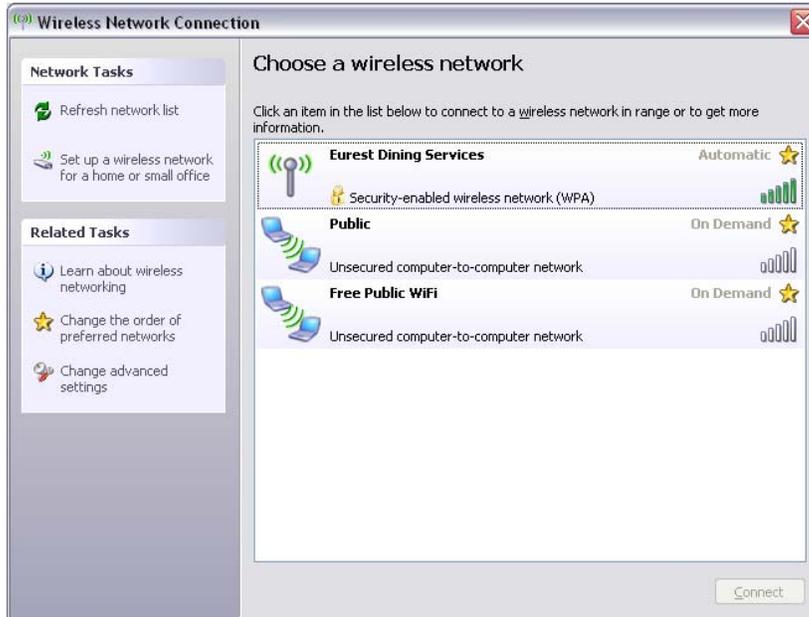Website: www.StatelyEvents.com

Location Address
"Sloppy" Floyd Twin Towers
West Tower
20th Floor
200 Piedmont Ave
Atlanta, Georgia 30334

Wireless Internet
Wireless connectivity to the Internet is available in both the Empire Room and the Floyd Room.
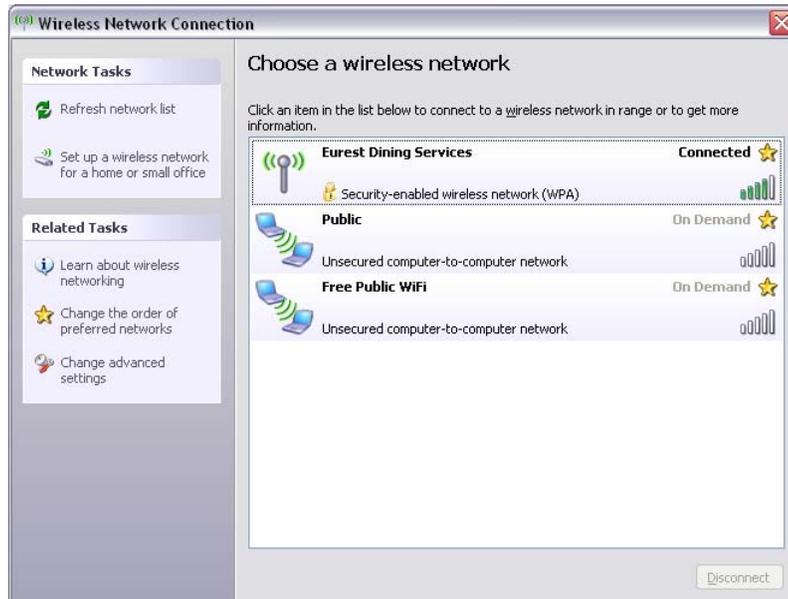
Windows XP
1. Go to **Start Menu>Connect To>Wireless Network Connection**
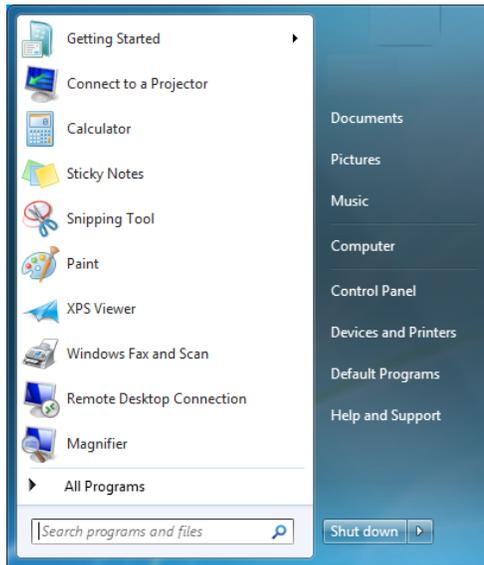

The **Wireless Network Connection Window** will open

2. Click on wireless network named ***Eurest Dining Services*** and click on the **Connect** button
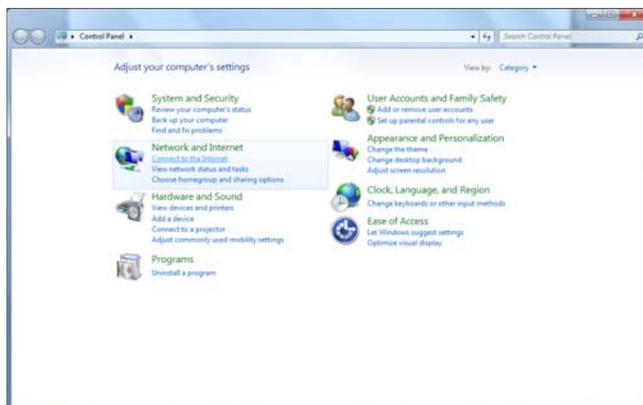

You are now connected into the wireless network. Open up your web browser to confirm you can access the Internet

Windows 7

1. Go to **Start Menu>Control Panel**

2. Under **Network and Internet**, go to **Connect to the Internet**
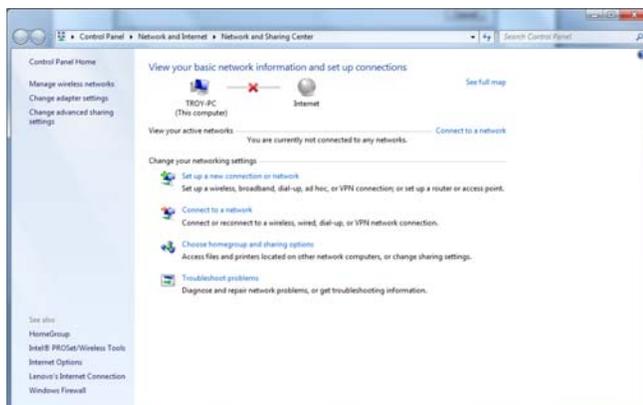
3. Click on **Connect to a Network**

4.
Click on **Wireless**
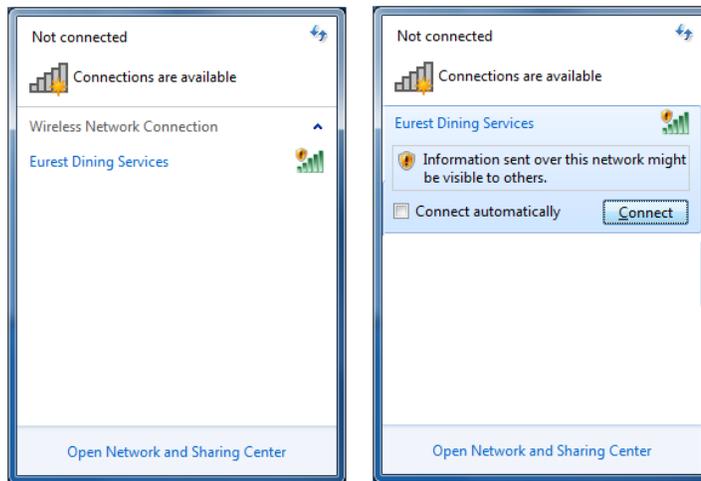
5.
In the lower right-hand corner of your screen, the Wireless Network Connection window will open. Click on *Eurest Dining Services*, then click on **Connect**
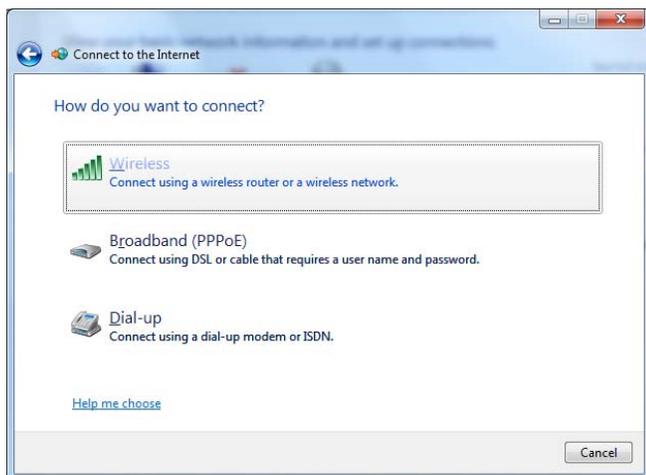
6.
Click on **Wireless**
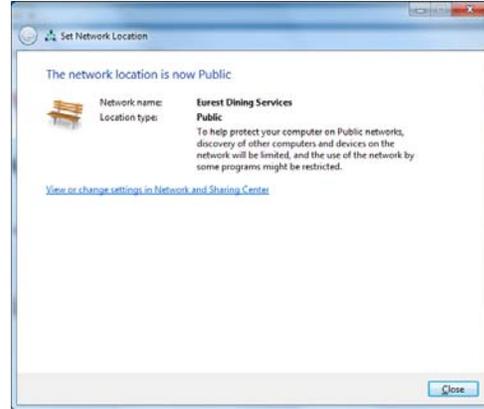
7.

Click on **Public Network** and then **Close**

8. You are now logged into the wireless network. Open up your web browser to confirm you can access the Internet

Room Layouts
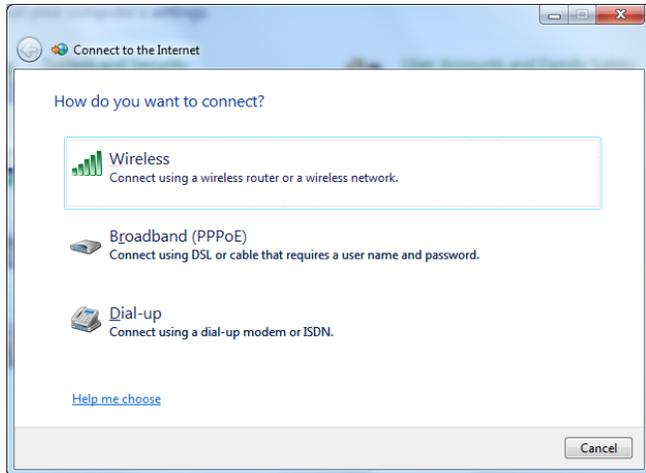Empire Room

- Power Outlet
- Power Outlet
- Power Outlet
- Power Outlet
- Power Outlet
- Power Outlet

COAT ROOM

Empire Room

- Microphone
- Microphone
- Power Outlet

- Power Outlet

- Power Outlet

Empire Room

- Power Outlet

DN
UP

- Microphone
- Microphone
- Power Outlet

- Power Outlet

- Power Outlet
- Phone Jack

- Power Outlet

- Power Outlet
- Power Outlet
- Power Outlet
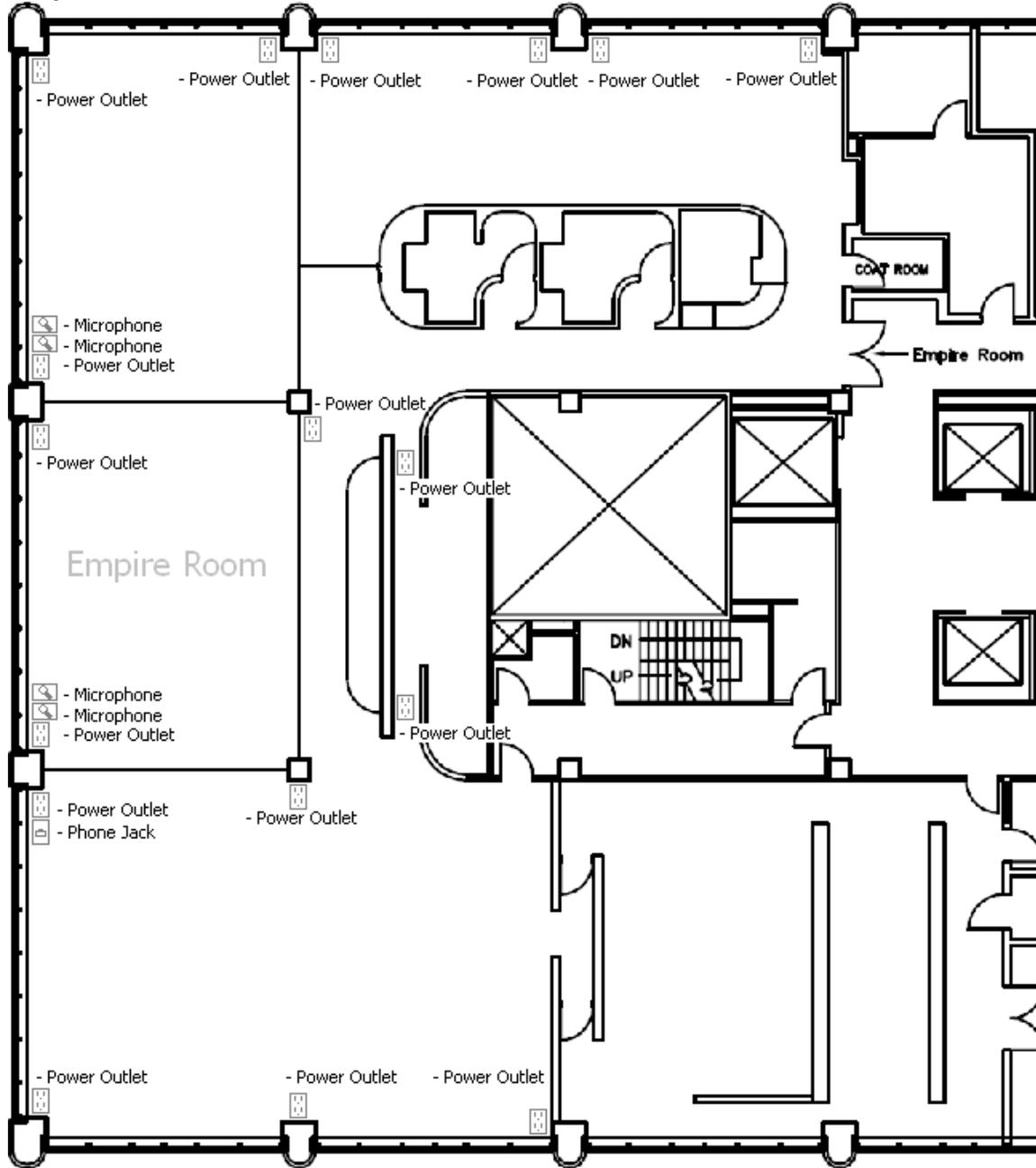
Key
Power Outlet
Microphone Jack
Phone Jack

Floyd Room

Floyd Room A

- Power Outlet
- Microphone
- Microphone

- Power Outlet
- Microphone
- Microphone

- Sound System
- Screen Switch
- Projector Control
- Power Outlet
- Microphone
- Microphone
- AV Connection

Floyd Room → A

UP   DN

- Power Outlet
- Microphone
- Microphone

- Sound System
- Screen Switch
- Projector Control
- Power Outlet
- Microphone
- Microphone
- AV Connection

Floyd Room B

- Power Outlet

FLOYD ROOM

- Power Outlet
- Power Outlet

- Power Outlet

Floyd Room C

- Sound System
- Screen Switch
- Projector Control
- Power Outlet
- Microphone
- Microphone
- AV Connection

- Power Outlet
- Microphone
- Microphone

- Power Outlet

- Power Outlet

Key

⊞ Power Outlet
🔍 Microphone Jack
▤ AV Connection
⬌ Projector Control Panel
⊟ Projector Screen Switch
▭ Sound System Control
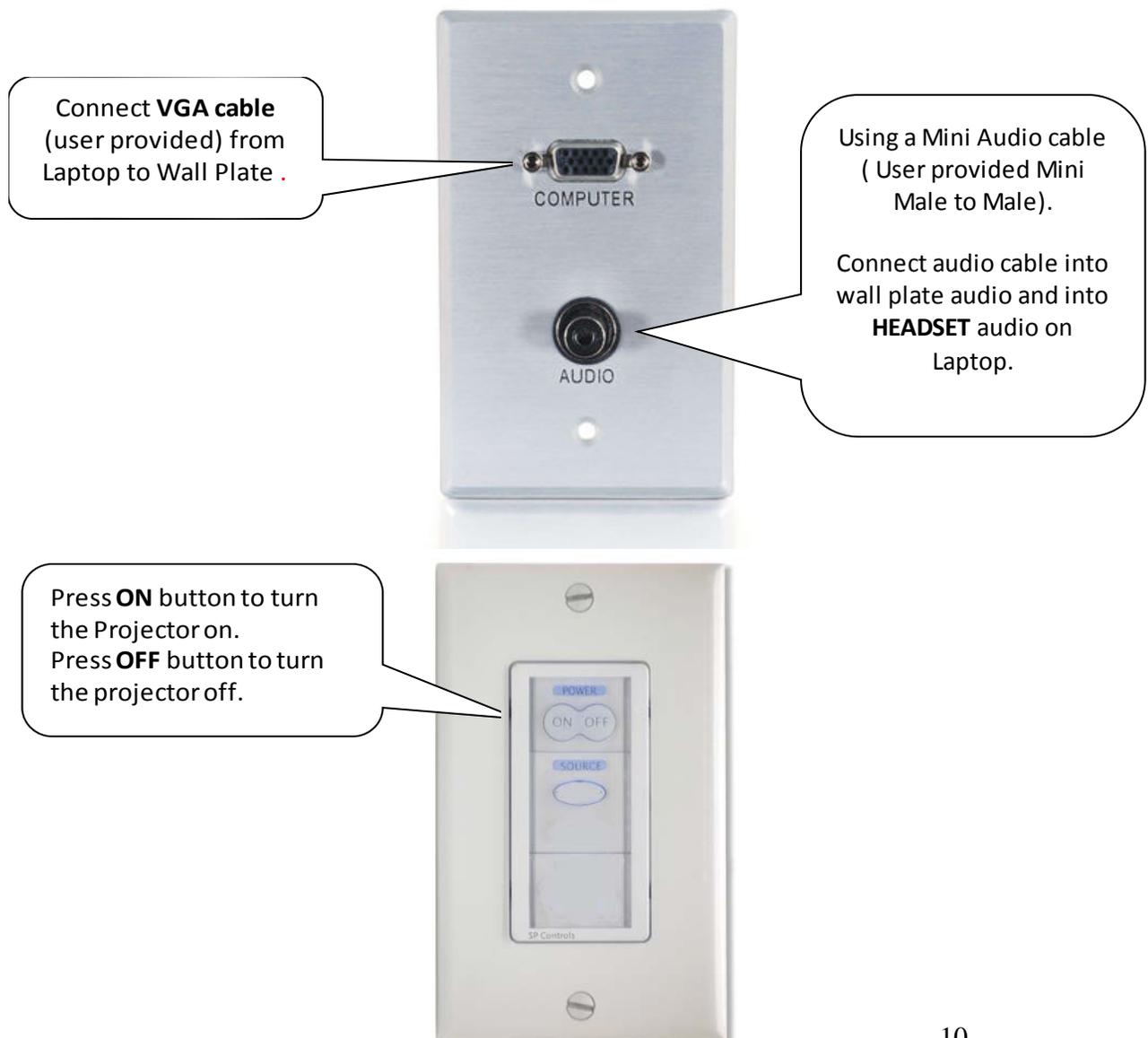
"Sloppy Floyd" West Tower 20th Floor
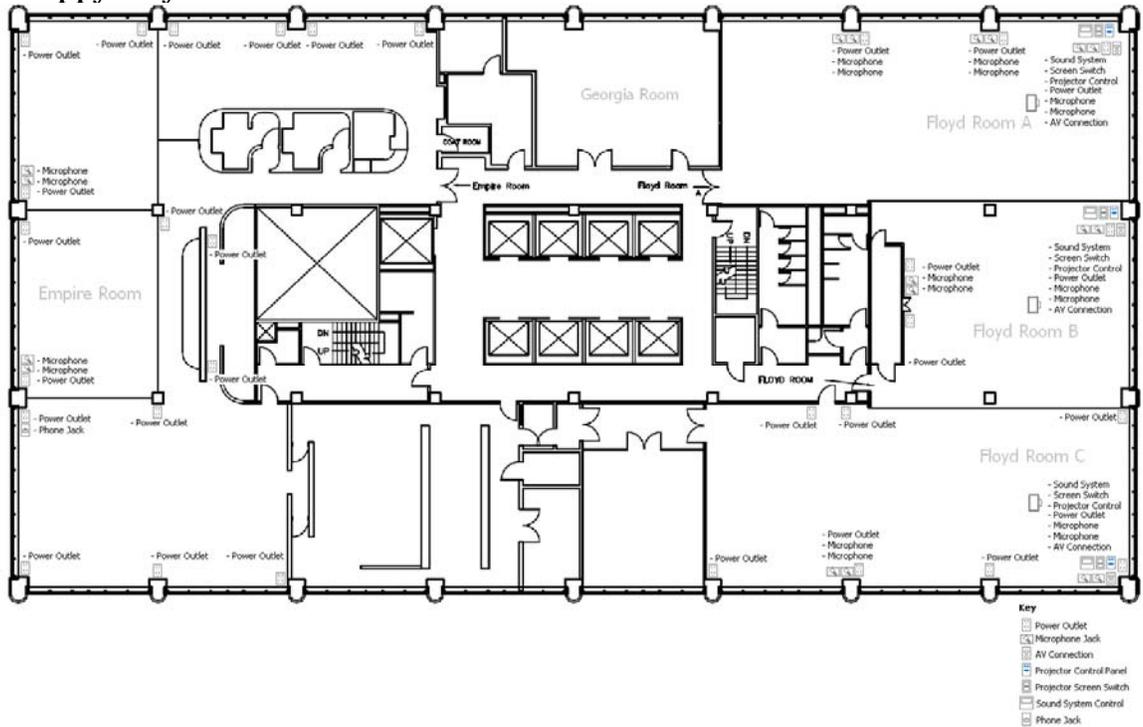
- There are a number of power outlets available in the Empire Room and the Floyd Room
  - Setup your equipment in suitable locations
  - Make sure you have the appropriate extension cables and power strips to accommodate the setup of your event
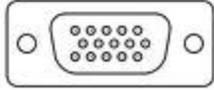

  - The power outlets are Standard Type B/NEMA 5-15 15A/125V power outlets.

Connecting Laptop to the Projector

1. Before turning your laptop on, connect the VGA cable to your laptop and the wall plate.
2. Next, plug the audio line-in cable into your computer's audio jack. This is the jack labeled for **Headphones**.
3. Lower the projection screen using the screen rocker switch.
4. Power the **Projector ON**.
5. Some laptops require you to press the **FN**, or function key in conjunction with the **F7 or F8 keys** to project the image from the laptop on the screen.
6. Check the volume level on the laptop, set volume to the **MAXIMUM** level.
7. Use the **Volume Control Buttons** on the **Bose Control Panel** to adjust volume **UP** or **DOWN** as desired.
8. When you are finished using the video equipment, be sure to **TURN OFF** the projector by pressing the **OFF** button twice and raise the projection screen.

Connect **VGA cable** (user provided) from Laptop to Wall Plate .

Using a Mini Audio cable (User provided Mini Male to Male).

Connect audio cable into wall plate audio and into **HEADSET** audio on Laptop.

COMPUTER

AUDIO

Press **ON** button to turn the Projector on.
Press **OFF** button to turn the projector off.

POWER
ON   OFF

SOURCE

SP Controls

-
    - The Floyd Room Projectors use VGA connectors
    - Newer laptops may need a VGA-to-DVI adaptor
    - Apple laptops will need a VGA-to-Apple Mini-DVI Adaptor

- Microphones are available if you require them for your presentation.

- Please consult your Eurest Catering Coordinator to discuss your Audio/Visual needs

Note: The Empire Room does not have projectors or screens. You will have to provide your own projectors and screens.

Q & A
Q: I have a device that needs to plug directly into the Internet. Are there any
    available network ports?
A: Unfortunately the Empire Room and Floyd Room only have wireless access to
    the internet.

Q: I connected to the wireless network, but I keep on getting a "Page could not be
    displayed" message. What else can I try?
A: You can try the following
- Check your PC to make sure that your wireless card is turned on
- Restart your PC
- Repair connection
    - Repair connection: Windows XP
        - Go to **Start Menu**>**Connect To**>**Show All Connections**
        - Confirm that the **Wireless Network Connection** is listed as connected
        - Right click on the **Wireless Network Connection** and select **Repair**
    - Repair connection: Windows 7
        - Go to **Start Menu**>**Control Panel**>**View Network status and tasks**
        - Click on **Connect or disconnect**
        - Click on *Eurest Dining Services*
        - Click on **Disconnect**
        - Select **Eurest Dining Services** and click on **Connect**
- Check your Firewall settings to see if it is allowing connection to the Internet
- Check to see if you have a static IP address:
    - Windows XP
        - Go to **Start Menu**>**Connect To**>**Show All Connections**
        - Right click on the **Wireless Network Connection** and select **Properties**
        - Under **This connection uses the following items,** click on **Internet Protocol (TCP/IP)** and then click on **Properties**.
        - Under the **General** Tab, check to see if the **Use the following IP address** option is selected and if there are numbers in under the **Use the following IP address:** section
            - Write down the numbers
            - Select **Obtain an IP address automatically** and click on **OK**
            - Restart your PC

- Windows 7
  - Go to **Start Menu>Control Panel>View Network status and tasks**
  - Click on *Connections: **Eurest Dining Services***
  - The *Wireless Network Connection Status* window will open, click on **Properties**
  - Click on **Internet Protocol Version 4 (TCP/IP v4)** and click on **Properties**. The Internet Protocol Version 4 (TCP/IP v4) will open
  - If there are numbers in under the **Use the following IP address:** section
    - Write down the numbers
    - Select **Obtain an IP address automatically** and **Obtain DNS Server address automatically.**
    - Click on **OK>Close>Close**
  - Restart your PC

Q: What do I need to do if my laptop is not displaying on the projector screens.
A: Your laptop should have a display toggle key. Look at your laptop and find the **FN** key and the **LCD/CRT** key (they should both be blue and the **LCD/CRT** key should be one of the function keys, F1-F12). Hold down the **FN** key and then hit the **LCD/CRT** key, this should toggle the display of your laptop to show on the projector.

Note: Your laptop should have three display modes
- Laptop-only
- Laptop and Projector
- Projector-only

Holding the **FN** and hitting the **F***XX* function key will toggle between the three display modes

Helpful hints
- Take some time to discuss what you have planned with the Eurest Catering Coordinator. They can provide assistance and helpful suggestions.
- Allow yourself ample time before the presentation/meeting starts to setup and make sure everything is working correctly.
- Make sure to bring extra cables just in case.
- Bring your own extension cables to make things easier for you.