

## 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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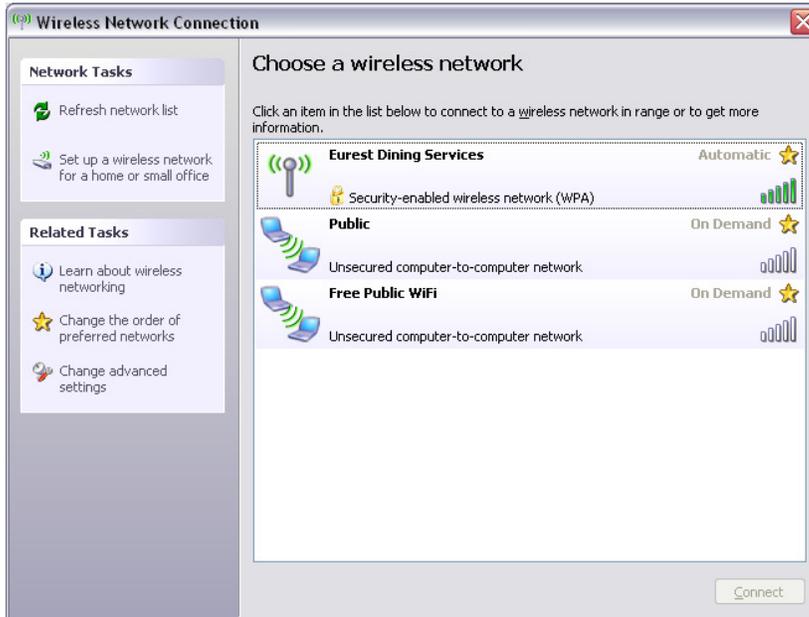
Website: [www.dceatlanta.com](http://www.dceatlanta.com)

## Wireless Internet

Wireless connectivity to the Internet is available in both the Empire Room and the Floyd Room.

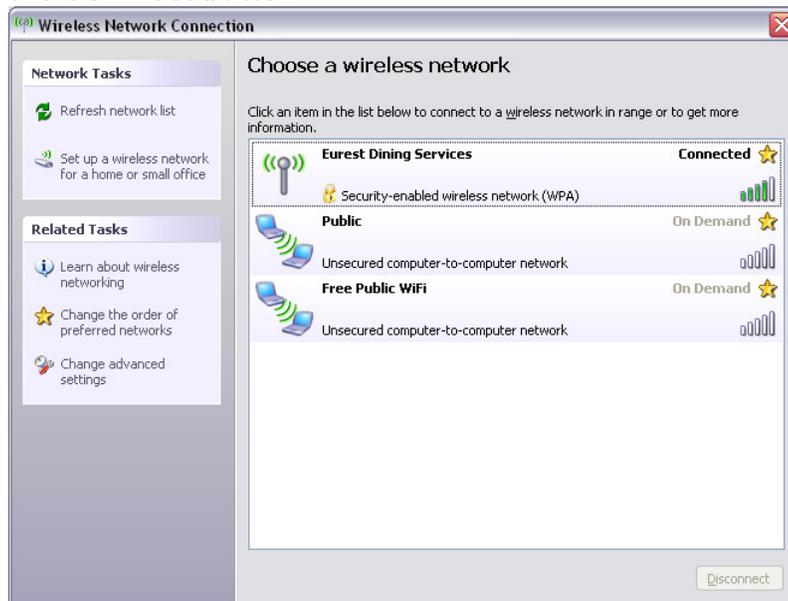
## Windows XP

### 1. Go to **Start Menu>Connect To>Wireless Network Connection**



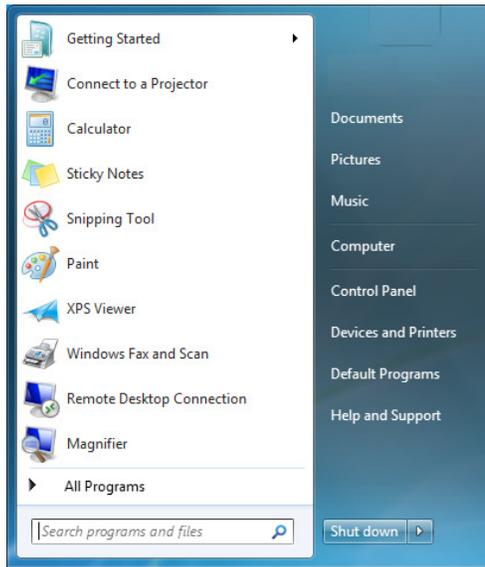
The **Wireless Network Connection Window** will open

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

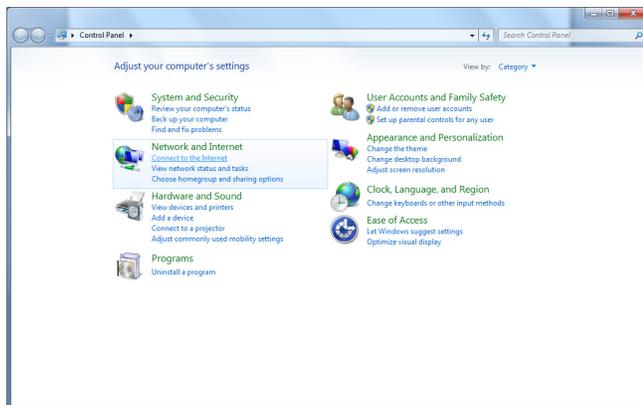


You are now connected into the wireless network. Open up your web browser to confirm you can access the Internet

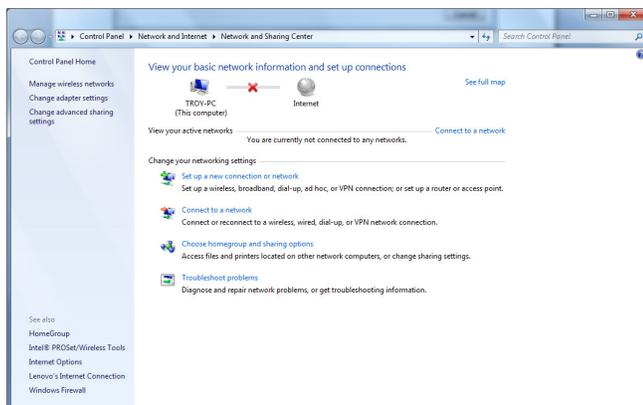
# Windows 7



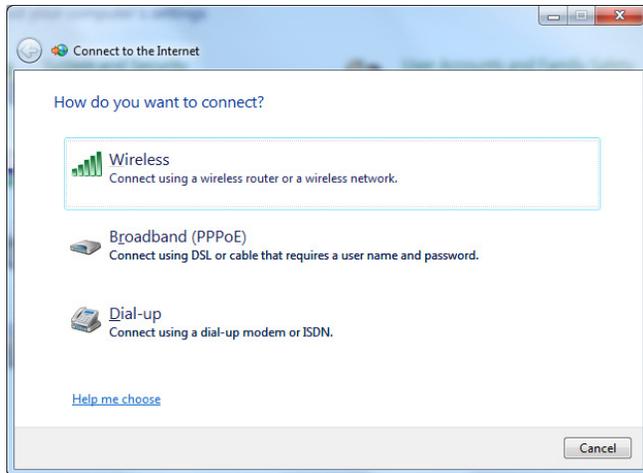
1. Go to **Start Menu>Control Panel**



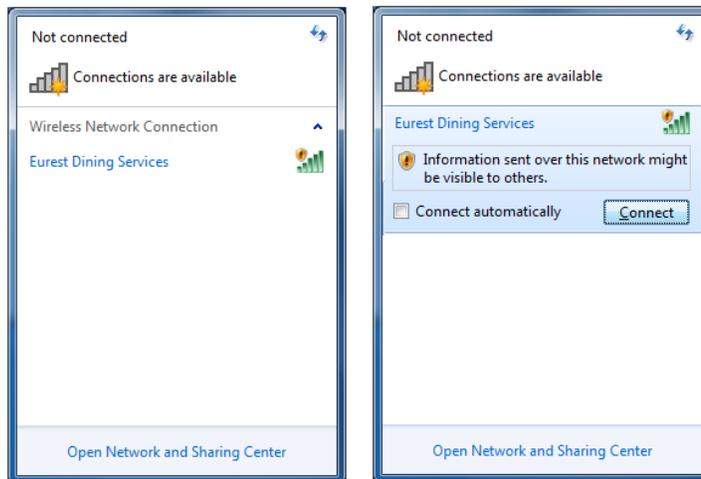
2. Under **Network and Internet**, go to **Connect to the Internet**



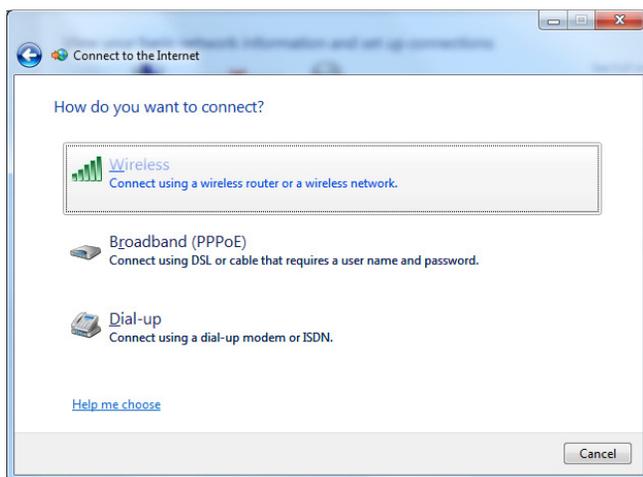
3. Click on **Connect to a Network**



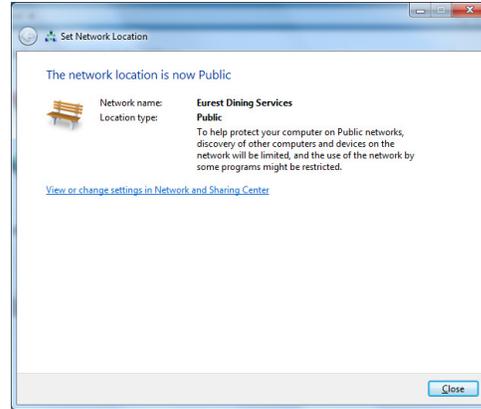
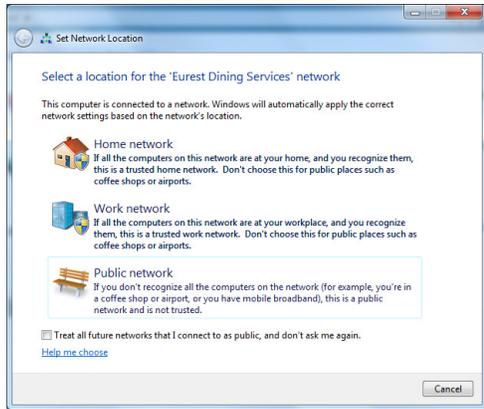
4. Click on **Wireless**



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**



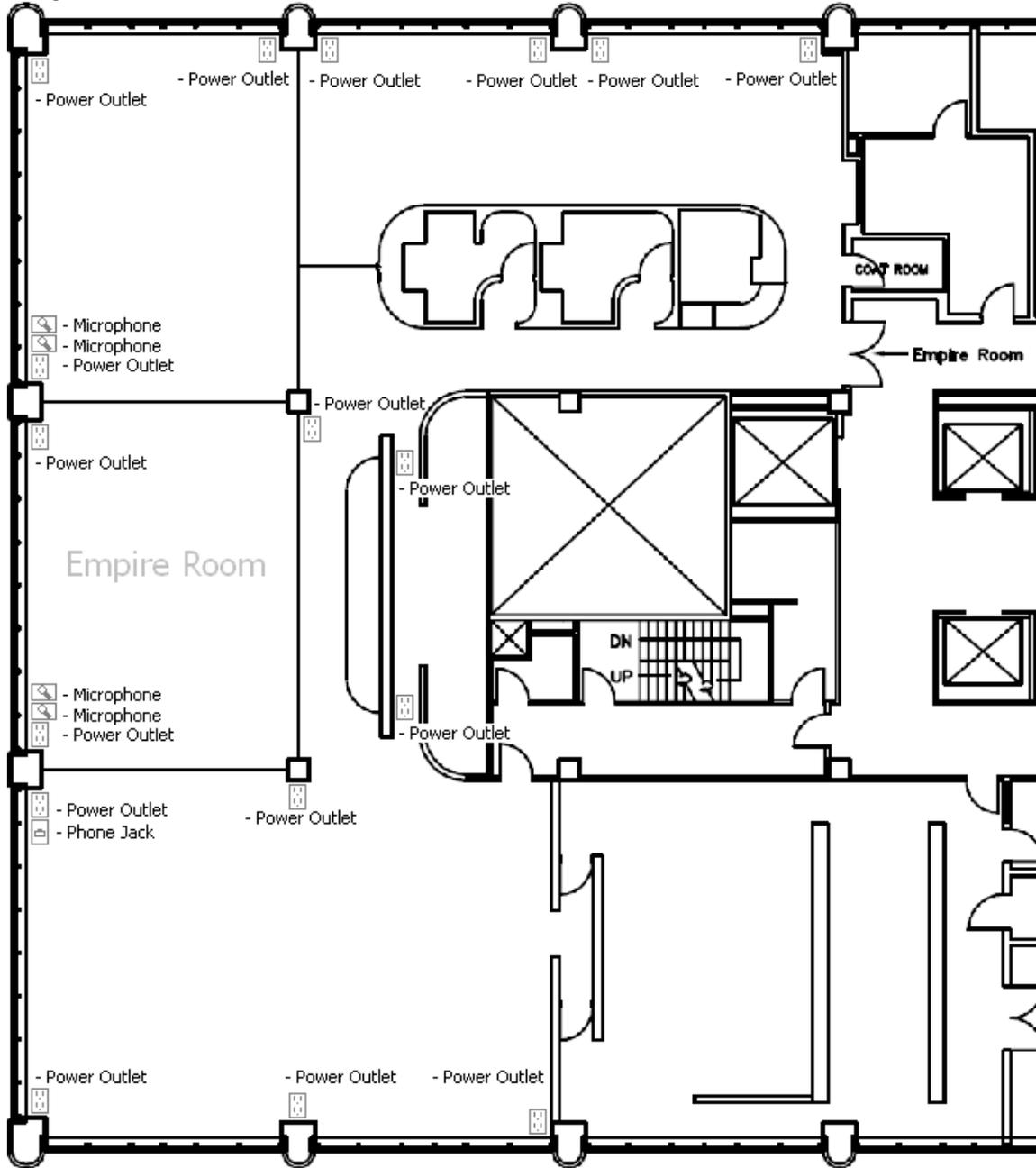
6. Click on **Wireless**



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

- Microphone  
- Microphone  
- Power Outlet

- Power Outlet

- Microphone  
- Microphone  
- Power Outlet

- Power Outlet - Power Outlet  
- Phone Jack

- Power Outlet - Power Outlet - Power Outlet

COAT ROOM

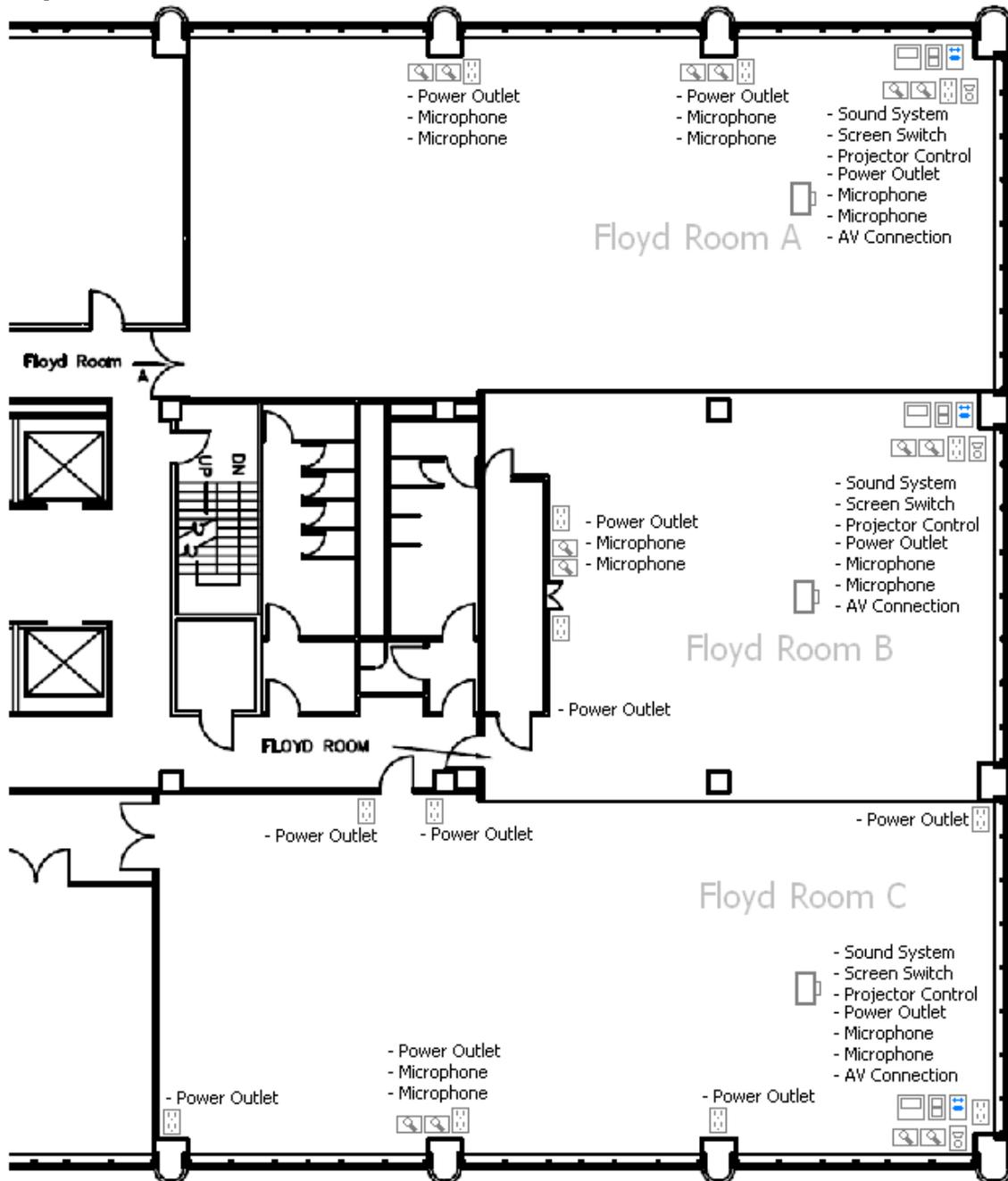
Empire Room

Empire Room

DN  
UP

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

# Floyd Room



Floyd Room A

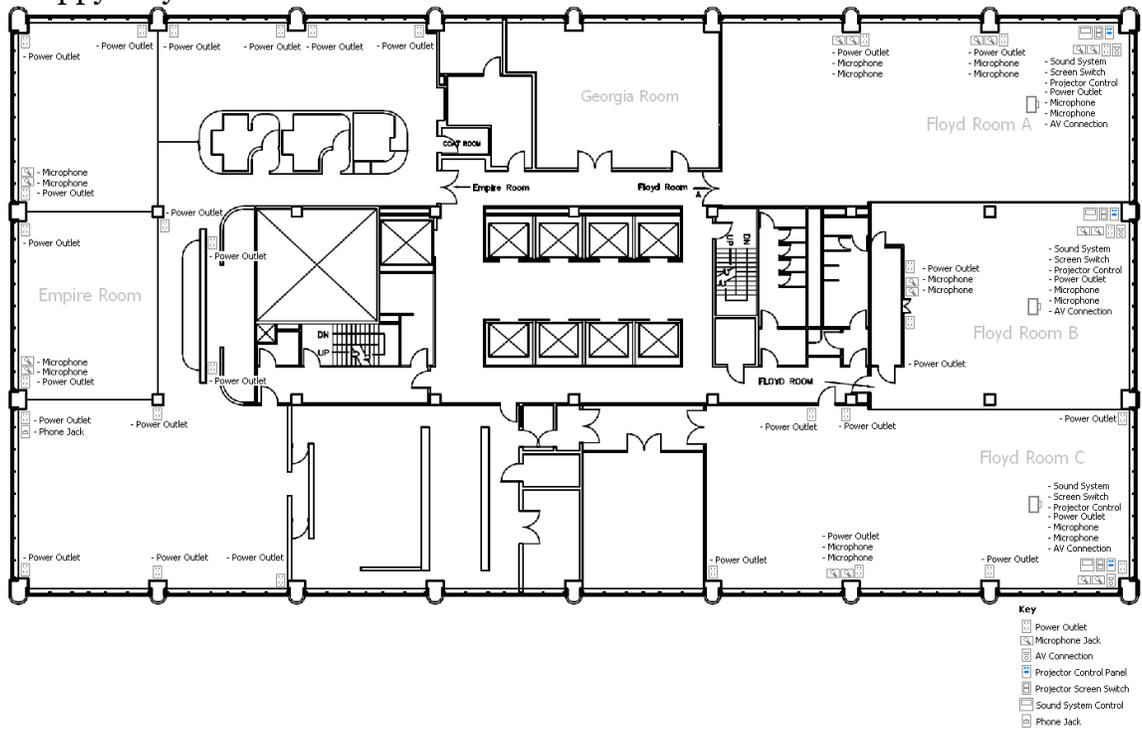
Floyd Room B

Floyd Room C

### Key

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

## “Sloppy Floyd” West Tower 20<sup>th</sup> Floor



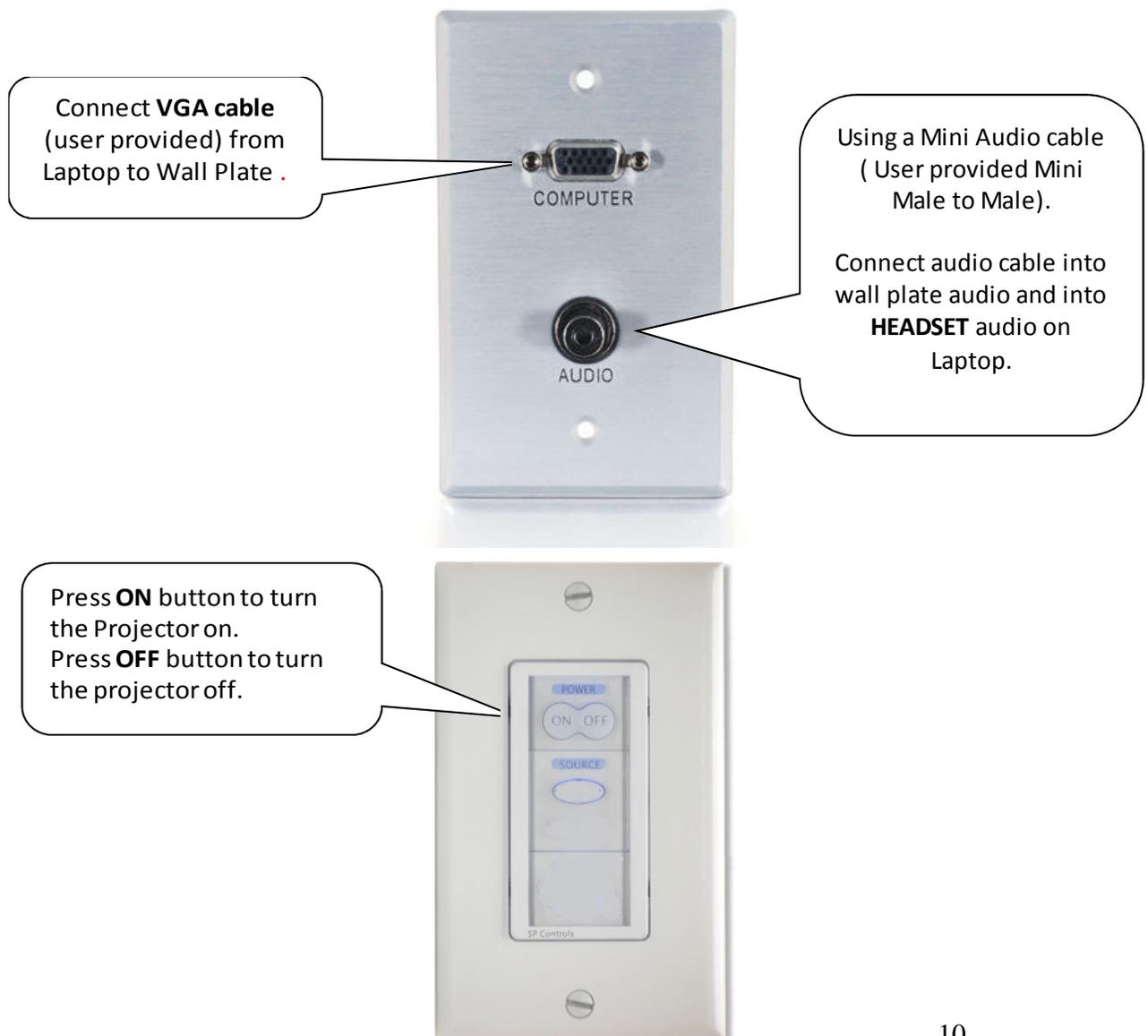
- There are a number of power outlets available in the Empire Room and the Floyd Room
  - Setup your equipment in suitable locations
  - Make sure you have the appropriate extension cables and power strips to accommodate the setup of your event

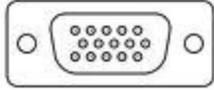


- The power outlets are Standard Type B/NEMA 5-15 15A/125V power outlets.

## 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.





- 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 **FXX** 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.