

## 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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## Important Contacts



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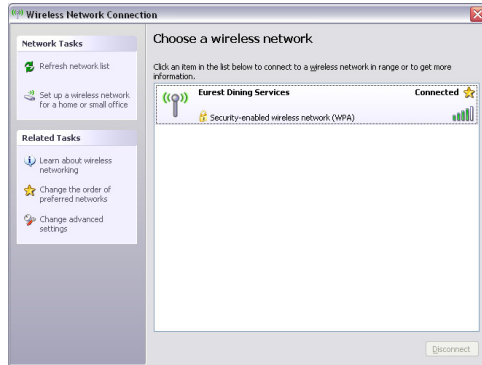
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## Wireless Internet

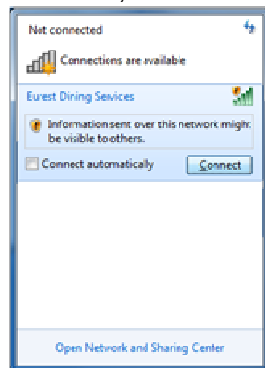
Wireless connectivity to the Internet is available in both the Empire Room and the Floyd Room:

### Windows XP



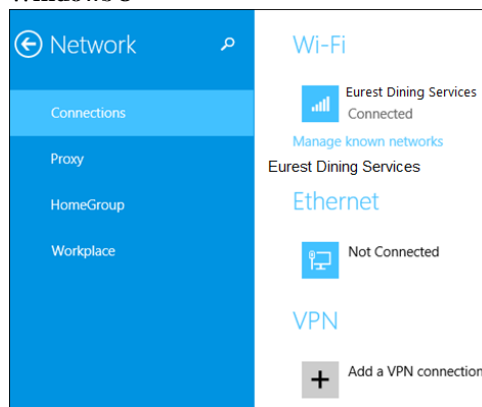
1. Go to **Control Panel> Connect To> Wireless Network Connection**
2. Click on ***Eurest Dining Services***
3. Enter in the *Network Key*: ***foodisgood***

### Windows 7



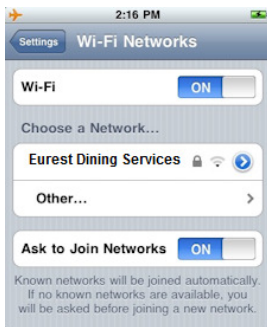
1. Click on the *Wireless Network* icon in the lower right-hand corner (next to the date/clock)
2. Click on ***Eurest Dining Services***
3. Enter in the *Network Key*: ***foodisgood***

### Windows 8



1. Go to the right edge of the screen and click on **Settings>Network**
2. Click on ***Eurest Dining Services***
3. Enter in the *Network Key*: ***foodisgood***

### iPhone



1. Click on **Settings>Wi-Fi**
2. Click on ***Eurest Dining Services***
3. Enter in the *Network Key: foodisgood*

### Android

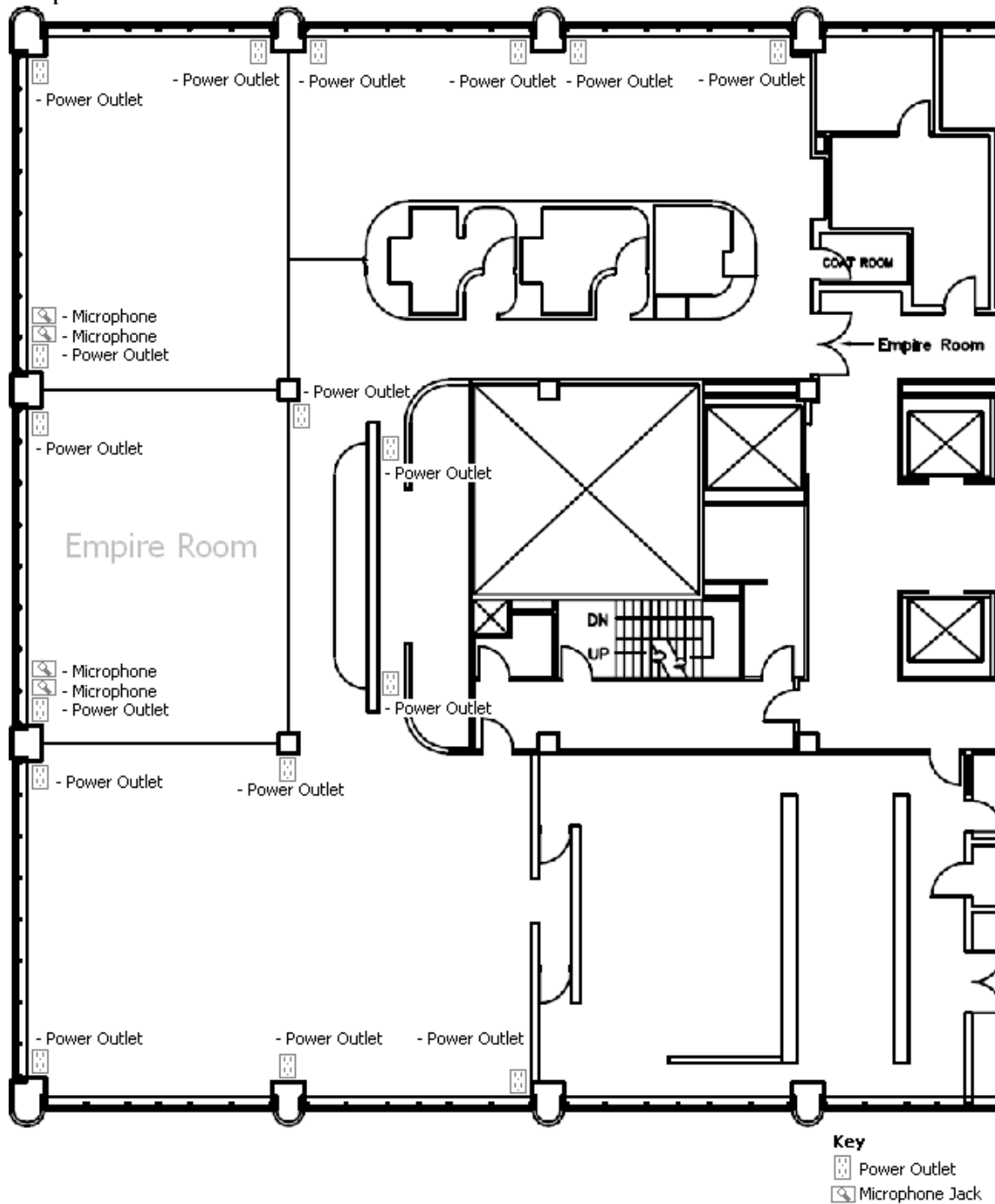


1. Click on **Home>Apps>Settings**
2. Click on **Wi-Fi**
3. Click on ***Eurest Dining Services***
4. Enter in the *Network Key: foodisgood*

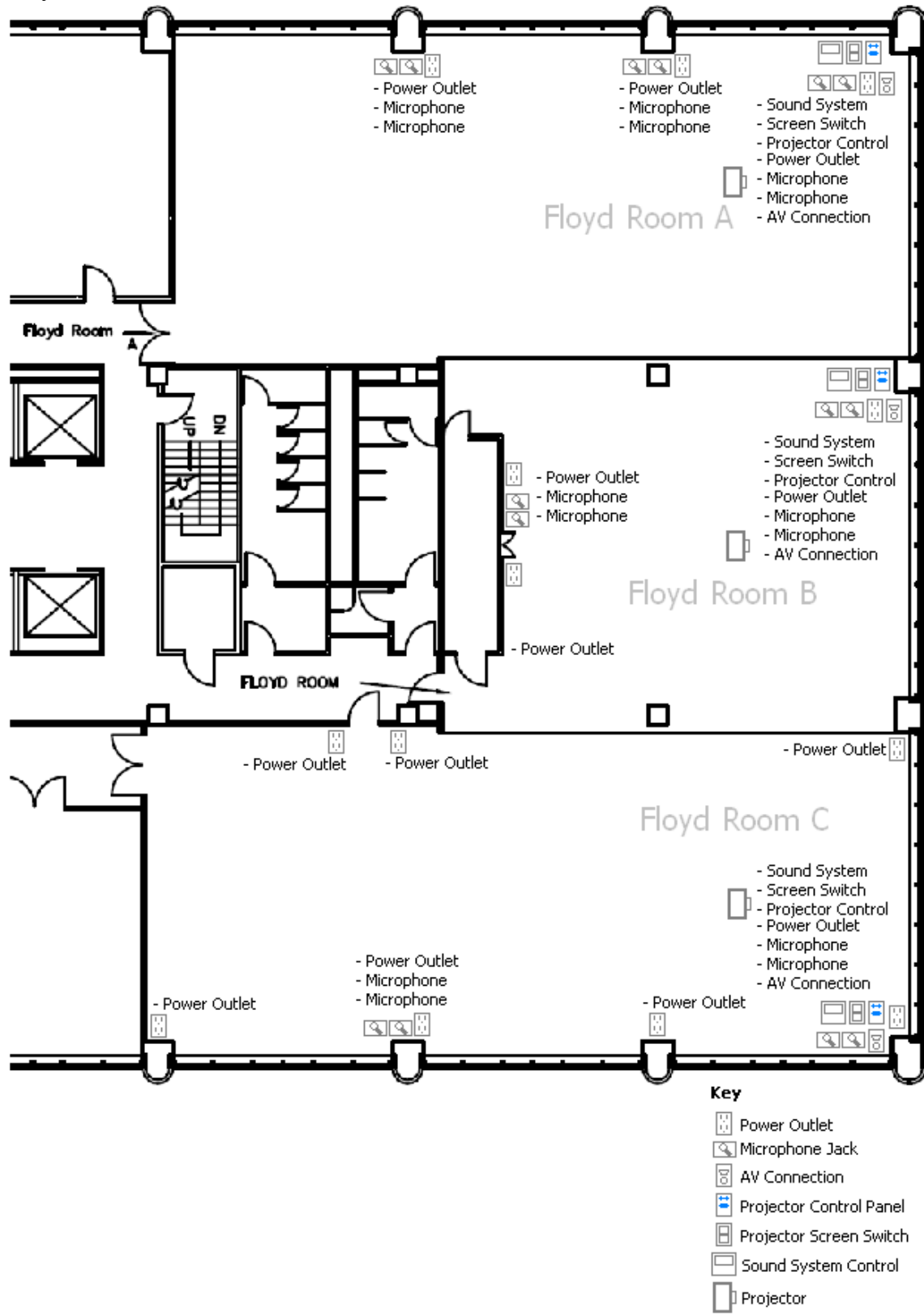
Note: Wireless is the only method available to access the Internet. There are no connections for wired connection to the Internet.

## Room Layouts

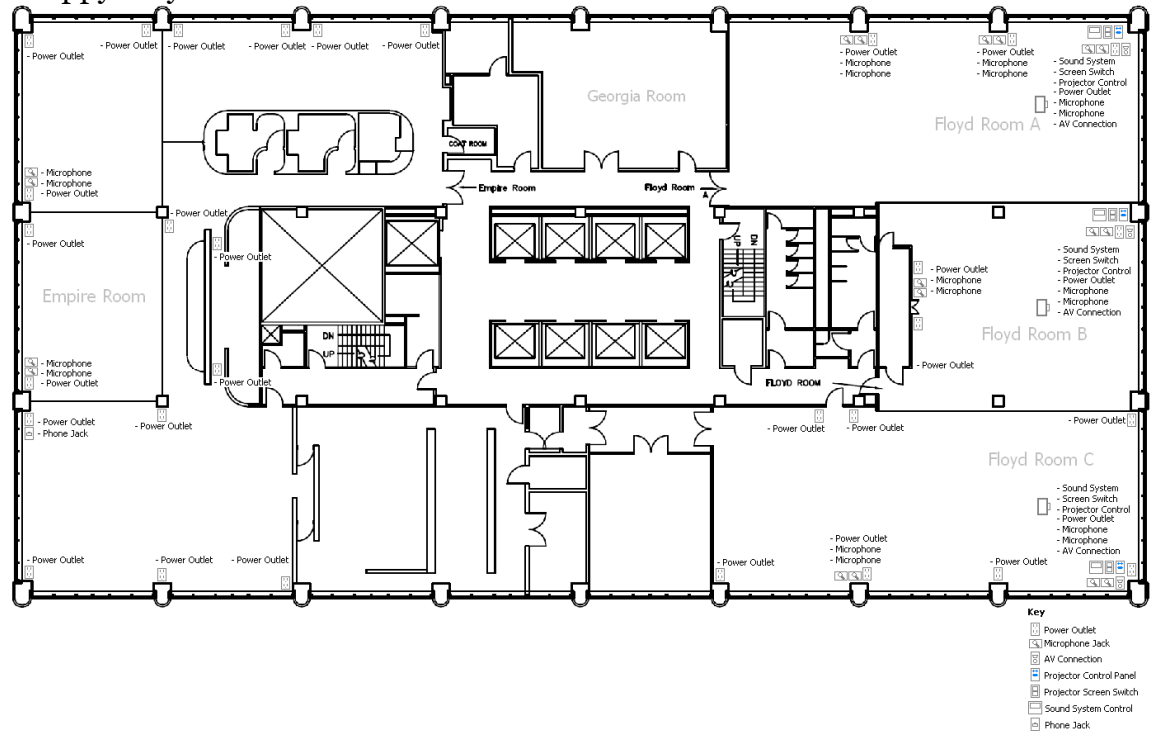
### Empire Room



## Floyd Room



## “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



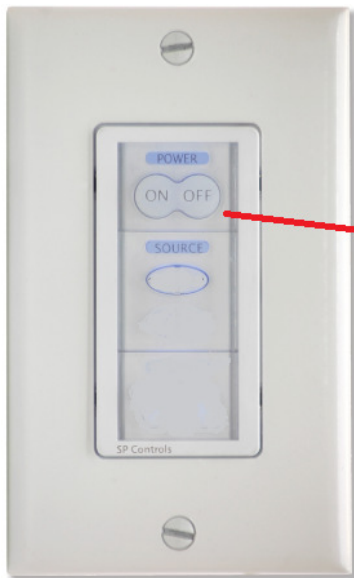
- The power outlets are Standard Type B/NEMA 5-15 15A/125V power outlets.

## 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 toggle the display to an external display source. Hold the **FN** key, or function key in conjunction with the Display key (**F7 or F8**) to project the image from the laptop onto the screen.
6. Check the volume level on the laptop.
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.



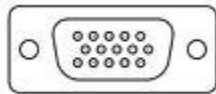




Push **On** to turn on the Projector

Push **Off** to turn off the Projector, when the Projector asks you to confirm shut down, push **Off** again

**PLEASE TURN PROJECTOR OFF & RAISE SCREEN WHEN FINISHED.**



- 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 to see if your device’s wireless is turned on
- Restart your Device
- Disconnect and Reconnect with the Eurest Dining Services Network
- Check your Device’s Firewall settings to see if it is allowing connection to the Internet
- Check to see if your Device has a static IP address

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 **FX** function key will toggle between the three display modes

Check to the cables and make sure that the connections are firmly connected.

## 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.