

## Getting Started - Turning on the Projector:

- Locate the black panel labeled control panel on top of the lectern above the AV cabinet. Push on “Press Here” to release the panel, then flip it open.
- **NOTE: The control panel must be in a fully open position in order to operate.**
- Press the button labeled **PROJ ON**.
- Lower the classroom screen by using the controls located on the wall next to the screen.

## Projecting from the Computer:

- On the control panel, press the button labeled **ROOM PC**.
- Locate the computer in the AV cabinet (on the left) and press the power button on.
- Log on using the credentials listed in the top corner of this page.

## Projecting from your Laptop:

- On the control panel, press the button labeled **LAPTOP PC**.
- In the control panel, locate the audio/video cable in the space underneath the controls.
- Plug the video connector into your laptop’s external monitor port.
- Plug the audio connector into your laptop’s headphone port.
- Start up your laptop.
- In order to sync your display, while holding down the FUNCTION key, depress the CRT/LCD key until you can view your display properly. For MACs, use the MIRRORING function.

## Adjusting the volume:

- To adjust the volume, use the **VOL UP**, **VOL DOWN** and **AUDIO MUTE** buttons.

## Projecting from the VCR:

- On the control panel, press the button labeled **VHS**.
- Inside the AV cabinet, locate the VCR.
- Insert your videotape into the VCR.
- Use the buttons on the VCR to control your video.

## Projecting from the DVD Player:

- Use the DVD-ROM drive in the room pc.
- On the control panel press the button labeled **ROOM PC**.
- Inside the AV cabinet, locate the PC.
- Insert your DVD video into the DVD drive.
- Use the computer program POWERDVD to control your DVD video.

## Projecting from the Document Camera:

(NOTE: THIS DOCUMENT CAMERA REPLACES THE NEED FOR AN OVERHEAD PROJECTOR)

- On the control panel, press the button labeled **DOC CAM**.
- Located on the shelf on the LEFT of the podium, make sure the camera arm is in its raised position and use the controls on the document camera to turn on the equipment.

## Turning Off the System:

- Make sure that the document camera is powered down.
- When you are done using the equipment, remove any of your belongings and press the **SHUTDOWN** button.
- Close the control panel cover, pressing down until it clicks into place.

## Questions? Call x7-2402