To startup the system, PRESS the monitor screen firmly.
PRESS the monitor screen on the bottom right corner where it displays “Touch Here to Begin…”

Once the system has started, a screen of buttons will appear to show 2 screens and source select.
Press the SOURCE SELECT box option underneath one of the screen displays on the monitor.
- Press the source you will be displaying your material from and hit SEND TO SCREEN
- By hitting SEND TO SCREEN, you are telling the projectors to turn ON.

SOURCE:

**Lectern Computer**
Shake the mouse to wake up the computer. Touch the monitor screen in the window where the computer shows the login window; this will make the screen bigger for you. Touch it again to minimize the screen and bring you back to the source select panels.

There is a black USB cord that you may use to insert your flash drive easily, instead of the tower in the bottom of the podium.

Use the PANEL VOLUME on the right hand side of the monitor screen to control the speaker volume for sound presentations.

Please LOGOUT at the end of your presentation.

**DVD Player**
Insert your DVD into the DVD player on the rack on the wall. Use the controls on the monitor screen to control the DVD player (Play, Stop, Pause, etc). Use the MAIN VOLUME on the right hand side of the monitor screen to adjust the volume.

**VCR**
Insert your videocassette into the VCR player on the rack on the wall. Use the controls on the monitor screen to control the VCR. Use the MAIN VOLUME control on the right side of the monitor screen to adjust the sound.

**Cable TV**
This is not connected at this time.

**Laptop computer**
On the podium, you will see three cords coming out of the podium where the monitor is. The blue cord will hook into your blue output on your laptop. This will hook the laptop to the projector. There are two additional cords for your internet and sound, if you need it. Hook both of these into the appropriate slots on your laptop.

To send the laptop to screen, simply press SOURCE SELECT and select Laptop, and then SEND TO SCREEN.

If your laptop material does not display on the screens, you may need to perform a function on your laptop. This can usually be accomplished with the blue “Fn” button located near the bottom left of your keypad on your laptop. Hold the “Fn” key down, while pressing either F5 or F8 (again, depends on your laptop). The corresponding key (F5, F8, etc) will need to show a blue computer screen on it.

**Document Camera**
Make sure the lights and camera are extended. Select the mode of the camera on the monitor screen. Use the arrows to zoom and focus.

**AUX video**
This is not connected at this time.

**Blank Screen**
Press this and SEND TO SCREEN and it will project a blank screen for you to continue working on the computer without anyone else viewing what you are doing.

**Cancel**
Use this to cancel the last source selected.
**Wireless Microphone**

Turn on the lapel microphone by using the top button. If the light is green, the battery is good. If it is yellow or red, please let someone in office suite 120 know, so that it can be replaced.

Use the MICROPHONE VOLUME on the right side of the monitor and MAIN VOLUME to adjust the volume of the microphone.

To turn off the system, PRESS the “turn off system” in the box displayed at the bottom right. It will ask you if you are sure: Press YES.

<table>
<thead>
<tr>
<th>After Hours Assistance:</th>
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</thead>
<tbody>
<tr>
<td>Please call one of the following numbers if nobody is around to assist you:</td>
</tr>
<tr>
<td>Operations Help Desk: 496-8200</td>
</tr>
<tr>
<td>After Hours ITaP Line: 494-2375</td>
</tr>
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</table>