To Turn on the System:

1. **Turn on** the red switch on the electrical outlet strip on the back side of the podium.
2. On the podium control panel select **Display: On**. The projector may take up to a minute before the screen displays anything.
3. Turn on the podium microphone by pressing the grey button at the base. A green LED light indicates ON.

To Use a Laptop:

1. Connect the VGA cable on top of the podium to your laptop
2. Plug the headphone cable into the headphone jack on your laptop (if you wish to have sound).
3. Select **PC** on the podium panel if the laptop is not displayed on the projector.

To Show a DVD/VHS:

1. Power on the DVD/VCR Combo in the podium rack.
2. Select **DVD/VCR** on the podium control panel.
3. Control DVD/VCR with handheld remote on lower podium shelf

To Shut Down the System:

1. Press the **Display: Off** button on the podium panel. This will initiate the shutdown process which may take a few seconds.