A/V Instructions: Lecture Room 1

To Turn on the System:

1. **Turn on** the red switch on the Tripp-Lite electrical outlet strip on the front 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 gooseneck microphone by pressing the grey button. A green LED light indicates ON.

To Use a Laptop:

4. Connect the VGA cable on top of the podium to your laptop (Use the mini-display adapter for Mac laptops)
5. Plug the headphone cable into the headphone jack on your laptop (if you wish to have sound).
6. 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.