A/V Instructions: Lecture Room 5

**Turning the Projector on:**
1. Press the “Display on/off” button on the white podium controller.
   
   *Solid blue light indicates “off”*
   
   >Please allow 30 seconds for the projector to turn on

2. Lower the projector screen with the white switch to the right of the podium near the exit labeled “Projector”

**Turning the Microphone on:**
3. Press the grey button at the base of the gooseneck podium microphone.
   
   *Solid green light indicates “on”*

**To Use a Laptop:**
1. Connect the laptop to input panel on top of the podium.
2. Turn on the laptop.
3. Press “input” button to switch between HDMI and VGA inputs.
4. If you **DO NOT** see your computer screen displayed by the projector...
   
   a. Press the “input” button to ensure the right input is selected.
   
   b. If the image from your laptop still does not appear on the LCD screen, check your video settings. (*Use + P key to switch display to duplicate / Command+F1 on Mac to mirror display.*)

**Shutting Down the System:**
1. Unplug the cables from your laptop.
2. Turn off the projector using the “on/off” button on the podium panel.
3. Turn off the gooseneck microphone using the grey button at base.