A/V Instructions: Lecture Room 6

To Turn on the System:
1. Touch the LCD panel on the podium. Select “Use the System.”
   a. The projector will now power on.

To Use a Laptop:
1. Connect the laptop to the monitor cable in podium. Do this FIRST.
2. Plug the audio cable into the headphone jack on your laptop (if you wish to have sound).
3. Turn on the laptop.
4. On the left side of the podium LCD screen, select “Lectern PC”
5. If you DO NOT see your computer screen displayed by the projector…
   a. Ensure that the PC button on the panel is pressed.
   b. If the image from your laptop still does not appear on the LCD screen, check your video settings. (Use Fn + F7 or F8 on your keyboard; it may be marked CRT/LCD or have an icon resembling a TV set.)

NOTE: If connecting with a MAC laptop, the appropriate adapter will be needed to connect to the lectern output (VGA).

To Use the DVD/VHS player:
1. On the left side of the podium LCD screen, select “DVD/VCR.”

To Adjust the Volume
1. Select “All Volume Controls” on the right side of the LCD screen.
2. Use the “Program Audio” controls for lectern/DVD/VCR audio (green bar).
3. Use “MIC PA” (red bar) for adjusting microphone volume.

To Shut Down the System:
1. To turn off the projector, select “Projector” from the right side of the LCD screen.
   a. Touch the red “Proj Off” button.
2. To turn off the system, press the “Exit” button in the bottom left of the LCD screen.
   a. Touch “Yes-change mode” followed by “Turn system off.”
   b. Confirm by selecting “Yes.”