Booth Hall – LM204 – DO NOT REMOVE

Section A - Instructions to use COMPUTER
1. If screen is blank, touch screen for display, turn on computer unit, if not already on
2. Press LOCAL COMPUTER button (lowers screen, turns projector on)
3. To adjust volume see ‘Section D – Instructions to adjust SOUND’ below
4. To return to the computer after adjusting sound, by pressing LOCAL COMPUTER button

Section B - Instructions to use a LAPTOP
1. If screen is blank, touch screen for display
2. Connect the Video, Audio and Network cables on top of podium to your laptop
3. Press LAPTOP COMPUTER button, turn on your laptop
4. To adjust volume see ‘Section D – Instructions to adjust SOUND’ below
5. To return to the laptop after adjusting sound, by pressing LAPTOP COMPUTER button
6. Toggle your laptop setting by holding down the FN button and press F8 key until your image is seen on the laptop and the big screen

Section C - Instructions to LOWER or RAISE SCREEN
1. If screen is blank, touch screen for display
2. To LOWER Screen - Press SCREEN DOWN button (lowers screen, dims projector)
3. To RAISE Screen - Press SCREEN UP button (raises screen, dims projector)

Section D - Instructions to adjust SOUND
1. Use the PROGRAM bar arrows to adjust the audio volume in the room
2. Be sure the MUTE buttons are not pressed.

Section E - Instructions to use VCR
1. If screen is blank, touch screen for display, turn on VCR unit, if not already on
2. Press VCR button on the display to select the VCR
3. To adjust volume see ‘Section D – Instructions to adjust SOUND’ above
4. Insert VHS tape into the VCR located inside the podium
5. Press the PLAY arrow on the screen to start video playback

Section F - Instructions to use DVD
1. If screen is blank, touch screen for display, turn on DVD unit, if not already on
2. Press DVD button on the display to select the DVD
3. To adjust volume see ‘Section D – Instructions to adjust SOUND’ above
4. Insert the DVD disk into the DVD player located inside the podium
5. Press the PLAY arrow on the screen to begin playback

Section G - Instruction to LOGOFF or SHUTDOWN
1. If using the main computer, go to the START (lower left of screen) button & Select SHUTDOWN, then select OK
2. Press the POWER OFF button (raises screen, turns projector off)

The HELP-LINE PHONE is available next to the chalkboard