

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