

Strawn Hall – MC195 – 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, dims lights)
3. To adjust lights or volume see “**Section D – Instructions to adjust LIGHTS or SOUND**” below
4. To return to the computer display after adjusting lighting, press **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 and turn on your laptop
4. To adjust lights or volume see “**Section D – Instructions to adjust LIGHTS or SOUND**” below
5. To return to the laptop display after adjusting lighting, press **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 LIGHTS or SOUND

1. To adjust room lights, wait for projector to finish all count downs, press **LIGHTS** button, then select the “scene” buttons. OR control the lights manually on the keypad on the entrance wall
2. The microphone is already turned on when the local computer, laptop, VCR or DVD is on
3. Use the **PROGRAM** or **MICROPHONE** bar arrows to adjust the audio volume in the room
4. 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 lights or volume see “**Section D – Instructions to adjust LIGHTS or SOUND**” above
4. Insert VHS tape into the VCR located inside the right column of 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 lights or volume see “**Section D – Instructions to adjust LIGHTS or SOUND**” above
4. Insert the DVD disk into the DVD player located inside the right column of the podium
5. Press the **PLAY** arrow on the screen to begin playback

Section G - Instruction to LOGOFF or SHUTDOWN

1. Go to **START** (lower left of screen) & Select **SHUTDOWN**, then select **OK**
2. Press the **POWER OFF** button (turns off all lights, raises screen, turns projector off)

The HELP-LINE PHONE is available on top of the Podium