Getting Started
- Locate the grey control panel on the right of the lectern
- On the left side of the control panel locate the area labeled DISPLAY
- Press the button labeled ON
- Lower the classroom’s projection screen using the white flip switch labeled SCREEN next to the door of the room

Local account login information
- For lecturer’s lacking login information to Haligan’s domain, you can log on locally using:

Projecting from the Desktop
- Locate the desktop in the lectern
- Turn the desktop computer on
- Push the button labeled PC on the control panel. The image on the monitor will be mirrored on to the projection screen

Projecting from your Laptop
- Locate the laptop audio/video and network cables on the right side of the lectern
- Plug the video connector into your laptop’s external monitor port. You may need to supply an adapter
- Plug the audio connector into your laptop’s headphone port
- Plug the network cable into your laptop’s Ethernet jack
- Start up your laptop
- Push the button labeled Laptop on the control panel to project your computer

Projecting from the VCR
- Insert your videotape into the VCR located in the lectern cabinet
- Push the button labeled VCR on the control panel to display your video on the projection screen
- Use the buttons to the right of the input controls to control playback of your video

Projecting from the DVD player
- Insert your disc into the DVD player located in the lectern cabinet
- On the control panel press the button labeled DVD
- Use the buttons to the right of the input controls to control playback of your video
- The arrows in the TUNER section can be used to navigate through the title menu

Adjusting the Volume
- Locate the area labeled VOLUME
- Turn the knob right to increase the volume
- Turn the knob left to decrease the volume
- An LED light will indicate the current volume for the room

When your class is finished

Shutting down your laptop
- Disconnect the audio/video and network cables from your laptop
- Shut down your laptop

Shutting down the VCR or DVD player
- Stop your video and remove it from the VCR or DVD player

Shutting down the control system
- On the control panel, locate the area labeled DISPLAY
- Press the button labeled OFF

Final steps
- Raise the classroom screen using the flip switch
- Close the lectern doors. Do not turn off any power switches within the lectern
- Turn off the classroom lights

Please remember to POWER OFF at the end of your lecture!