Getting Started
- Locate the grey control panel on the lectern
- Find the area labeled DISPLAY
- Press the button labeled ON
- Manually lower the classroom’s projection screen located in the front of the classroom

Using the wireless microphone
- Locate the pouch inside the lectern cabinet and remove the wireless microphone
- Turn the microphone on by switching the power button to the On position

Projecting from your Laptop
- Locate the laptop audio/video to the left and right side of the control panel on 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 PC on the control panel to project your computer

Projecting from the VCR
- Insert your videotape into the VCR located in the lectern cabinet
- Press the button labeled VCR to project your video
- Use the buttons to the right of the control panel to play your video

Projecting from the DVD player
- Insert your disc into the DVD player located in the lectern cabinet
- Press the button labeled DVD on the lectern’s control panel
- Use the buttons to the right of the control panel to play your video. The arrows in the TUNER section can be used to navigate through the title menu

Adjusting your Image
- Push the button labeled AUTO IMAGE on the control panel
- The projector will auto focus the image and attempt to make it clearer in the event of fuzziness

Adjusting the Volume
- Locate the area labeled VOLUME on the grey control panel
- 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
- Return the cables to their compartments at the lectern
- 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
- Manually raise the projection screen
- Turn the wireless microphone off and return it back to its pouch in the rack by the door to the classroom
- Do not turn off any power switches within the lectern cabinet
- Turn off the classroom lights

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