

Using the Computer with the Projector

1. First, turn the computer and monitor **ON**. The computer tower is located in the bottom of the podium. All the cables you need are already plugged in.
2. Then, press the **ON** button on the projector's keypad, which is located on the wall.
3. After this, the **WAIT** button will blink for 30 seconds while the system is powering on.
4. Finally, once the **WAIT** button has stopped blinking, press the button on the keypad labeled **COMPUTER**. The same image on the computer's monitor will now be displayed by the projector as well.
5. **When you are finished with your session, be sure to press the OFF button on the keypad to turn the projector off.**

Connecting Your Laptop to the Projector

Step One: Connecting the Video and Audio Cables

1. Before turning your laptop on, connect the provided VGA connector (shown bottom in picture) to your laptop.
Note: For Mac laptops, you will need to provide your own VGA to DVI/mini DVI adapter. Such adapters may be purchased from apple.com.
2. Next, plug the audio line-in cable (shown top in picture) into your computer's audio port. This port is usually labeled by a pair of headphones.



Note: Use the volume buttons on the keypad in conjunction with the laptop volume controls in order to get the desired volume.

Step Two: Powering the Projector and Using It

1. To turn the projector on, simply press the **ON** button on the projector's keypad (pictured to the right), which is located on the adjacent wall. Once pressed, the **WAIT** button will blink for 30 seconds before you can use the controls again.
2. Next, press the **LAPTOP** button on the keypad.
3. Some laptops require you to press the **FN**, or function key in conjunction with the F7 or F8 keys to project your image.
4. **When you are finished, power off your laptop before removing the cables. Finally, press the OFF button on the keypad to end your session.**



Using the Document Camera with the Projector



1. First, press the **ON** button on the projector's keypad, which is located on the adjacent wall. The **WAIT** button will blink for 30 seconds before you can use the keypad again.

2. Once the wait button stops blinking, press the **DOC CAM** button on the keypad.

3. After this, pull out the document camera, or "doc cam," from the draw on the right side of the podium and press the power button on the projector, as pictured to the right, to turn it on for use.



4. Once finished, be sure to turn the projector itself off.

5. Lastly, press the **OFF** button on the projector's keypad.

Using Video with the Projector

1. First, press the **ON** button on the projector's keypad, which is located on the adjacent wall. The **WAIT** button will blink for 30 seconds before you can take action again.

2. Next, turn on the video device which is located in the bottom of the podium.

3. After this, press the button labeled **VIDEO** on the keypad.

Note: You may use the VOL UP, VOL DN, PLAY and STOP buttons on the keypad to control the video device.

4. When you are done with your session, shut off the video device located in the podium. Then, press the **OFF** button on the keypad to power down the projector.

