

## Preparing the Projector



1. First, pop open the projector's keypad, which is located in the podium. Simply push down on its outer shell to open it.
2. Next, press the **ON** button to power the unit. The **WAIT** button will blink until you can press another button on it.

## 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, follow the instructions above on how to power the projector.
3. 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.

4. 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

1. Before turning your laptop on, connect the provided VGA, audio, and Ethernet connectors (shown right 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](http://apple.com).**

2. Follow the instructions on the reverse side to power the projector.
3. Next, press the **LAPTOP** button on the keypad once the **WAIT** button stops blinking.
4. Some laptops require you to press the **FN** or function key in conjunction with the F7 or F8 keys to project your image.
5. **When you are finished, power off your laptop before removing the cables. Finally, press the **OFF** button on the keypad to end your session.**



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

## Using Video with the Projector

1. First, power on the projector as indicated on the reverse side of this page.
2. Next, turn on the video device which is located in the bottom of the podium. Also, as detailed above, turn the projector on at this time for the next step.
3. After this, press the button labeled **VIDEO** on the keypad. You must also press the **AV1** button located on the Document Camera at this time.  
***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.

