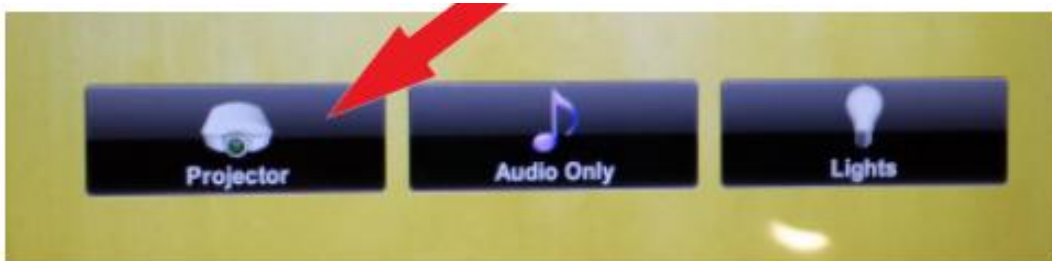


# WITTEMYER COURTROOM AV

1

Touch the screen to wake it up

Choose **Projector** or **Audio Only** (for audio only, skip to step 2)



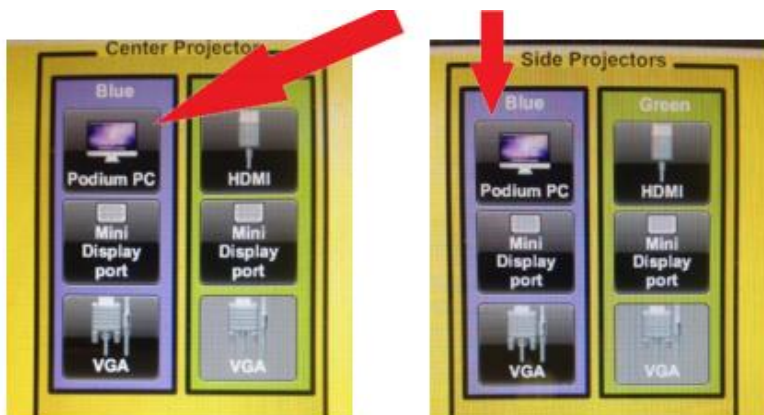
Next, plug in your laptop. You can use **VGA**, **MiniDP** or **HDMI**



To display your image on the projector, look at the color and type of cable you plugged in, and select the same ones on the screen

You can choose displays for both the **Center** and **Side Projectors**

**Note:** If you want to borrow the IT podium laptop, we can loan it out to you, but we need at least a 24 hours' notice beforehand



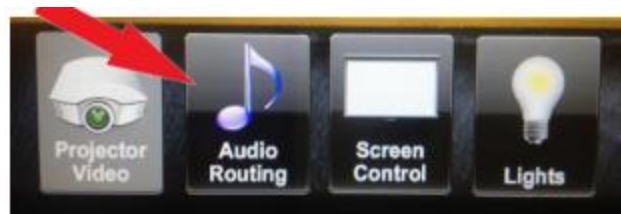
## 2

### AUDIO CONTROLS

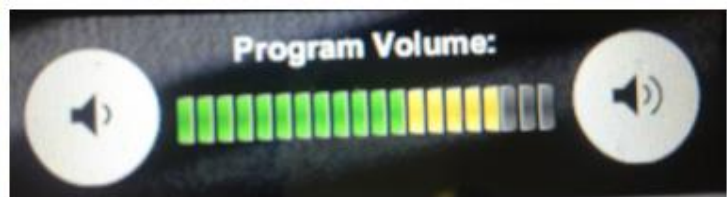
If you need audio, plug in one of the audio cables, (attached to VGA cable) into headphone jack on your laptop



Press **Audio Routing** near the bottom of the screen (press **Projector Video** when you're ready to return to the main screen)



Choose the color of the audio cable you're using on the screen. The volume can be controlled by using the **Program Volume** controls on top of the screen



If you are using the podium microphone, turn it on by pressing the gray button near the base. There will be a green light when it's on. Volume for the mic is controlled using the **Speech volume** button on the top of the screen



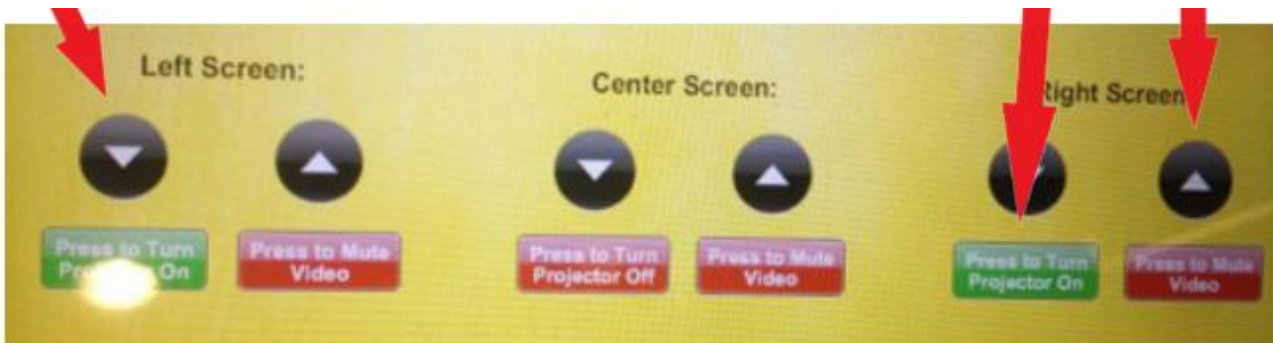
### 3

## SCREEN CONTROLS

When the system starts, the screen automatically comes down. If you want to bring it up or down again, press **Screen Control** near the bottom of the screen (press **Projector Video** when you're ready to get back to the main screen)



Choose the screen(s) you want to raise or lower, and press the **up** or **down** arrows. Don't forget to turn corresponding projector **on** or **off** (button will be red when on)



# WARNING!!

**NEVER** push the Shutdown button during your event



Pressing Shutdown will turn off all projectors, screens, and the cameras that are recording the event

If you do accidentally press it, choose **"No, Go Back"**

