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.
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”