

## 1149 North – Conference Presentation Guide

- At control panel on lectern, press “**ON**” to turn on projector.
- On wall switch behind lectern, press switch down to lower projection screen.
- Volume for all sources is controlled by volume button on control panel.

*To share personal laptop:*

1. Connect VGA cable (not supplied) from laptop connector to control panel connector.
  2. Connect audio cable (not supplied) from headphone jack on laptop to audio jack on the control panel.
  3. Initial connection requires laptop display setting change. Press “Fn CRT/LCD” on laptop.
- At control panel on lectern, press “**OFF**” to turn shut down projector. (At this time, it is necessary to press ON, OFF to complete shutdown.)
  - On wall switch behind lectern, press switch up to raise projection screen.