

1150 South – Classroom 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 knob.
- AV mute button has no function.

To display presentation PC:

1. Turn on PC located inside lectern (Power button is on the front.)
2. Turn PC/Laptop switch inside lectern to **PC** position.
3. Turn on monitor located on top of lectern.
4. Press “**PC**” on control panel to send PC display to projection screen.

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. Turn PC/Laptop switch inside lectern to **LAPTOP** position.
 4. Press “**LAP**” on control panel to send laptop display to projection screen.
 5. Initial connection requires laptop display setting change. Press “Fn CRT/LCD” on laptop.
- **Remember to log off or shut down presentation PC when finished.**
 - 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.