Amp button is on the face of machine. It should all be on, but if it isn’t, turn it on.

**First Turn on the Projector:**
A control panel is located on the top of the podium. The “ON” button turns on the projector. Projector lamp takes 20 seconds to light and a few minutes to brighten up. When ready light is on any source may be selected.

**To Use DVD / VCR:**
Select either button to have the movie projected onto screen. Make sure the player is turned on.
- Close Caption (button turns red when on).
- Use the controls on the remote to control player.

**To Use Computer:**
Select this button on the control panel to project the computer onto the screen. Make sure the computer is on.

**Volume Control for Computer and DVD / VCR or Laptop:**
Turn knob to raise and lower volume for Computer, DVD / VCR and Laptop only. If there is still no volume check settings on amp / mixer (master should be at 12 o’clock).

**To Use Document Camera:**
Select this button on the control panel to project the document camera onto the screen. Make sure the document camera is on.

**To Use a Laptop:**
Select this button. Laptop should be hooked up to the following cables, VGA, network (if needed), and audio (plugged into headphone jack) if needed. Turn on Laptop, if it projecting, try pressing the “Fn” key and “F4” what ever key has the words CRT/LCD or a picture of words

**Pic Mute:**
Select this button to blank (mute) the screen only. Button turns red when muted.

**IMPORTANT !!**
It is best for the equipment and your fellow faculty to leave the equipment in the podium turned on. **However, the projector needs to be turned off after you are done using it. This will preserve the light bulb and projector for longer use.**

**Right Mouse Click** (Power Point backward).

**Left Mouse Click** (Power Point forward).