Power to the System:
The power to the podium and all its components (except the projector) should be left on at all times. If they are not on, turn them on. There is a power button for each of the components (DVD / VCR, computers, document camera).

Operating the System:
There is a small touch screen panel (AMX). If the screen is dark, touch the screen to wake it up. Then touch the screen to select choices.

Touch Screen:

![Touch Screen Diagram]

**Projector controls**
- Select source
- Raise and lower screen
- Volume control
- Start and stop VCR recording

Selecting DVD / VCR Combo will show controls in the middle of the screen.

Selecting Front camera or Rear Camera will also show camera controls in the middle of the screen.

!!! PLEASE TURN OFF THE PROJECTOR WHEN FINISHED!!!

Computer Remote Controls
The big round button in the middle acts as a mouse. To "click", use the bow-tie shaped button underneath it. There is a "thumb-wheel" button on the right edge of the remote. This can be used to advance or reverse your Power Point slides. The left and right click of the bowtie button can also duplicate this function.

Laser Pointer
The remotes in the previous section come with a laser pointer built in. To activate it, you need to hold down two buttons at the same time, the laser pointer button at the top and the mode button at the bottom. Once the mode button starts flashing red, the laser pointer has been activated. To use it, press the laser pointer button and you will see the red pointer beam. Note* the laser is not very bright and sometimes cannot be seen for afar. It stays activated for about 30 minutes.