

Presenting from the Classroom PC

1. Log in to the classroom PC using your NetID and password.
 2. Log in to any applications and/or open documents needed for the presentation.
Use browser-versions of applications not already loaded onto the PC and log in to each.
 3. Press the **POWER** button to turn on the controller.
 4. Press the **PC** button as the source on the controller.
*If the controller is not presenting, press the **PC** button again.*
 5. In-room sound will **only** work when the projector is on.
Mute sound with the mute button.
 6. Press the **POWER** button on the console when finished to turn off the controller.
- ★ *Files downloaded to the classroom PC are only available for that specific log in session and will be **deleted** after you log out of the classroom PC.*



Presenting from Your Laptop or Device

1. Connect your laptop to the **HDMI** cable on the podium.
Use your own adapter if needed to connect your device.
2. Log in to your laptop and/or open documents needed for the presentation.
3. Press the **POWER** button to turn on the controller.
4. Press the **LAPTOP** button as the source on the controller.
*If the controller is not presenting, press the **LAPTOP** button again.*
5. In-room sound will **only** work when the projector is on.
Mute sound with the mute button.



6. Share your Device.

Windows: Press the Windows key and "P" key and select "Duplicate."

Apple: Choose Apple menu then "System Settings."

Click Displays in the sidebar (scroll down) and select the name of your display. In the right panel, under "Use as" choose "Mirror."

7. Press the **POWER** button on the controller when finished.

