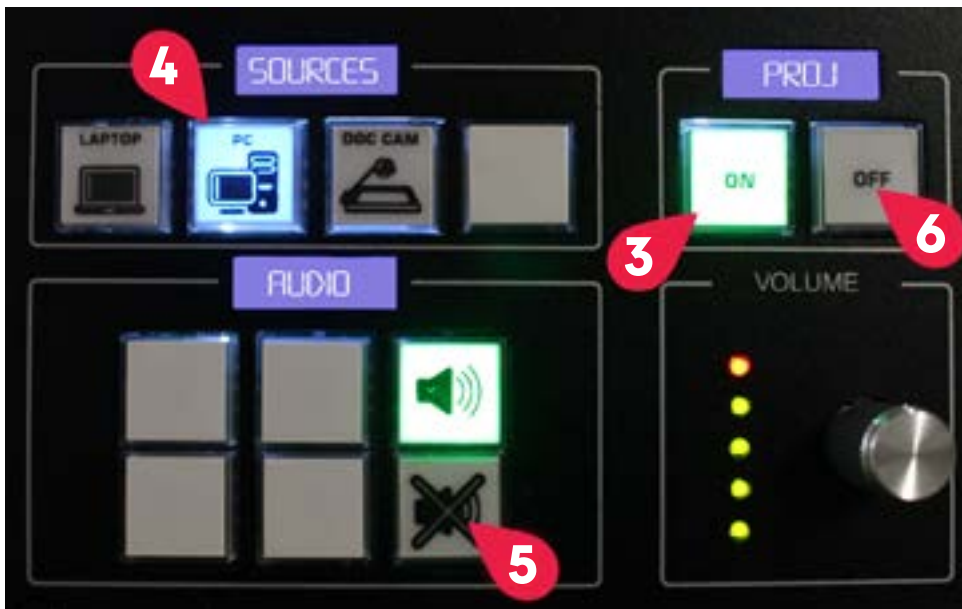





Presenting from the Classroom PC

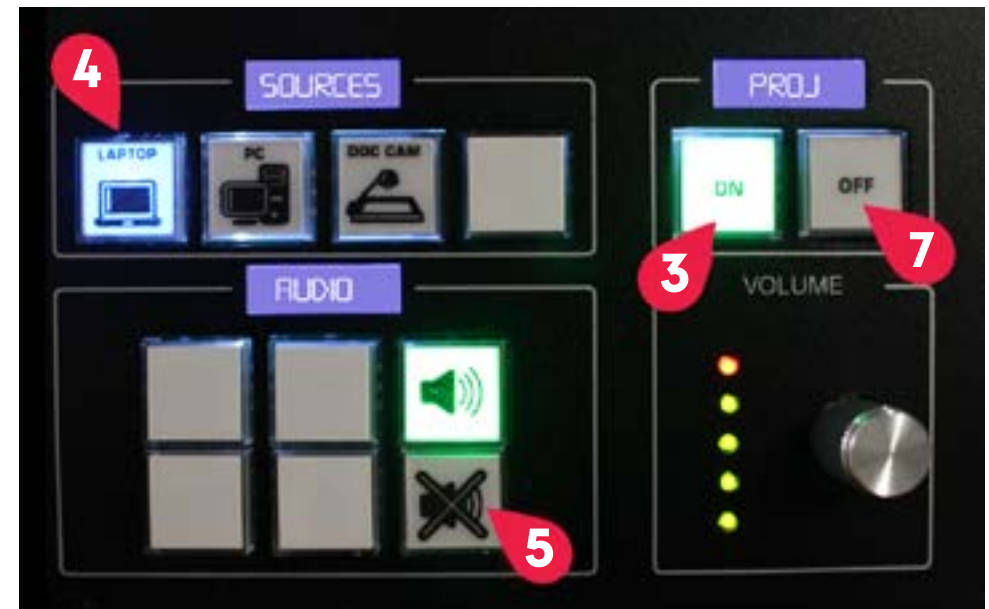
1. Log in to the classroom PC using your NetID and password.
2. Log in to any applications and/or open documents needed for the presentation. *Use browser-versions of applications not already loaded onto the PC and log in to each.*
3. Press the **ON** button to turn on the projector.
4. Press the **PC** button as the source on the console. *If the projector is not presenting, press **PC** button again.*
5. In-room sound will **only** work when the projector is on. Mute sound with the mute button.
6. Press the **OFF** button on the console when finished.

★ *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.*



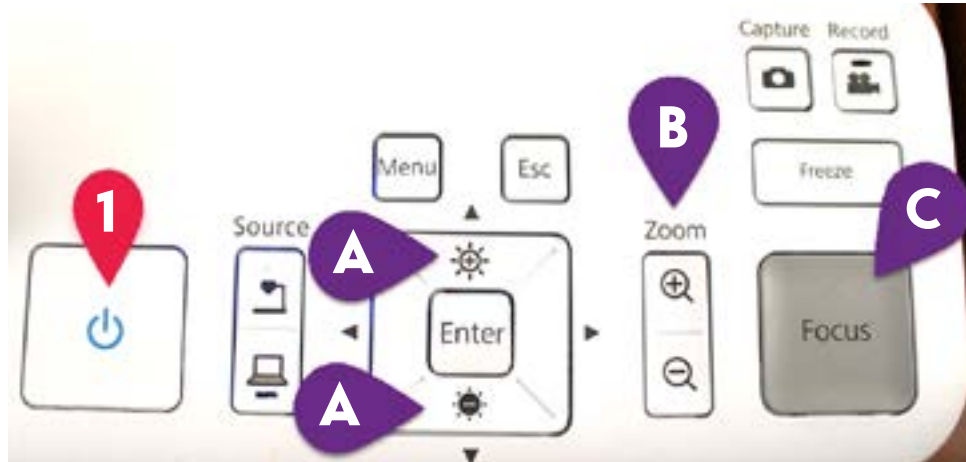
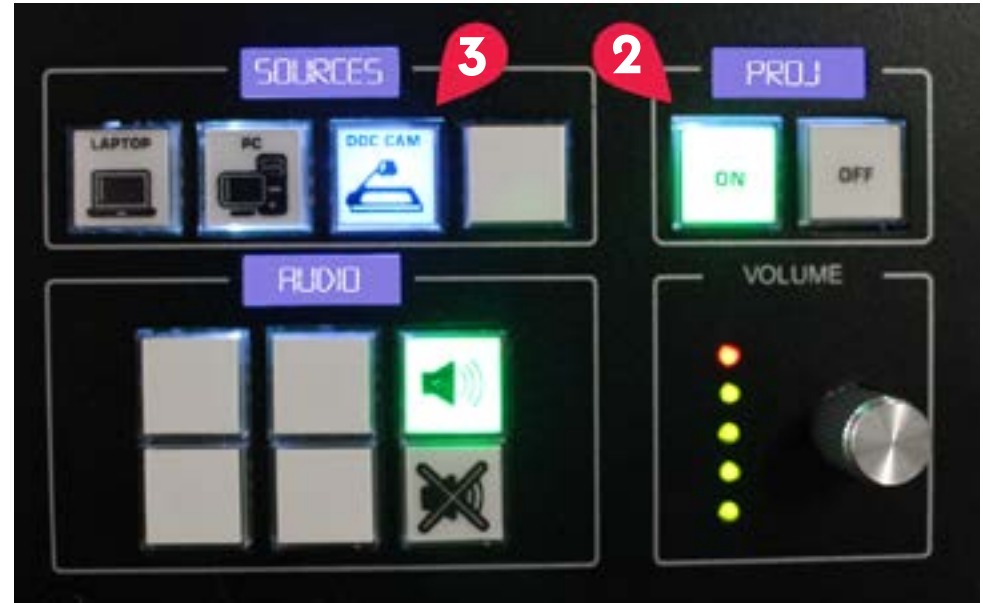
Presenting from Your Laptop or Device

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 **ON** button to turn on the projector.
4. Press the **LAPTOP** button as the source on the console. *If the projector is not presenting, press **LAPTOP** button again.*
5. In-room sound will **only** work when the projector is on. Mute sound with the mute button.
6. Share your **Windows Device**: Press the Windows key  and "P" key and select "Duplicate."
Share your **Apple Device**: 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 **OFF** button on the console when finished.



Presenting Using the Document Camera

1. Place the documents under the document camera and press the **POWER** button.
2. Press the **ON** button to turn on the projector.
3. Press the **DOC CAMERA** button as the source on the console.
4. Adjust the Document Camera brightness or focus as needed.
5. Press the **POWER** button on the Document Camera and the **OFF** button on the console when finished.



Functions on the Document Camera

- Increase and decrease brightness:** Adjusts the brightness of the image if pressed while projecting.
- Zoom in or out:** Enlarges or reduces the image without changing the projection size.
- Focus:** Focuses the image automatically. Objects must be four inches or more away from the camera lens.
- Lamp switch:** Change the LED lamp to bright, dim or off.

