 **University Hall 2-048 & 2-078**

Getting Started

1. Touch anywhere on the touch panel to wake it up.
2. Touch anywhere on the Lesley page to bring you to the main screen

Using the room PC

1. On the left-hand side, under **Program Source,** press ***Teachers’ Station***.

***This will automatically turn the projector on***

1. If the PC is not already on press the power button, beneath the display, on the right-hand side.

Connecting your laptop

1. On the left-hand side, under **Program Source,** press ***Laptop***

***This will automatically turn the projector on***

1. Grab either the HDMI or VGA cable from below the touch panel.
	1. If using VGA, connect the aux portion of the cable into the headphone port of your computer
2. If using a MAC, first connect the cable to your adaptor and then plug it into your computer simultaneously.

Overflow

1. On the left-hand side, under **Program Source,** press ***Overflow***.

***This will automatically turn the projector on***

1. This will display the camera that you set up in the Amphitheater overflow

Audio

1. On the right-hand side, under **Program Audio** use the up and down arrows to adjust

Power Down

1. In the lower left corner of the touch panel press ***System Shutdown***
2. Press ***Yes, Shutdown*** to turn the projector and speakers off.

Information Technology

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