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START UP

To use the projector, touch anywhere on the touch panel to begin.

Of the sources available, determine which input source you would like to use.
LAPTOP CONNECTION

HDMI

VGA

Find the cables corresponding to the input you wish to use on the lectern or in the closed panel to the left of the touch panel.

a. Plug the cable into your laptop

Know that you can use whichever dongle/adapter but the choice selected on the touch panel should match the cable.

Ensure that you have your computer display set to either mirror or extend on your laptop.
LECTERN PC

The lectern PC should be turned on, but you may have to wake up the monitor by pressing the power button the bottom right of the lectern monitor.

You can continue to use the lectern PC with the keyboard and mouse in the keyboard drawer on the lectern.
BLU-RAY PLAYER

Insert your DVD or Blu-ray disc into the SONY player found in the closed cabinet in the bottom

Once inserted you can use the controls on the touch panel to play and control your video
Upon selecting a source, the projector will turn on/warm up and the screen will come down, which may take up to three minutes.

The projector should now be displaying whichever input was chosen.
SOUND

If you wish to use sound, ensure that the volume is turned up on the device and then turn up the volume on the touch panel.

** If you need a microphone, please contact Media Services at 646-997-3934
**PROJECTION SCREEN**

Upon selecting a source, the projector screen will automatically extend.

Alternatively, use the switch behind you or next to you on the wall to move the screen up and down.
**SHUT DOWN**

Once finished, unplug whichever device you had connected (if applicable) and turn off the system by using the power button on the screen.

A window should pop up titled “Shut Down Options”, if you are ready to stop presenting, press the “Shut Down System” button.

Please do not shut down the lectern PC if you used it. Simply turn the monitor off using the glowing power button on the bottom right under the screen.