1. Turn on the Main Power (labeled with the green dot)
2. Power on your projector of choice (remotes are on the laptop podium)
   a. Smart Board Projector: white remote, blue power button
   b. Ceiling Projector: white remote, red power button
3. Power on additional equipment as needed:
   a. Laptop
   b. Microphones
   c. DVD / VCR

Please leave the equipment on for the next class!
-- Thank You!
Additional Operations

Mixer Volume:
Master Volume Control controls the volume level for all devices (if you have issues, please ask the office staff for assistance).

Microphones:
- Multiple microphones can be used simultaneously
- We strongly encourage use of the headset mic to help our hearing impaired students
- Do NOT change the antenna settings on the unit or the box (if you have issues, ask the office staff for assistance)

HDMI Remote:
This allows you to switch between projecting a video OR the laptop screen.
- IN1 (HDMI 1) connects to the laptop
- IN2 (HDMI 2) connects to DVD/VCR

Laptop (HDMI 1):
1. Enter the user name that is on the label on the computer
2. Enter the password that is on the label on the computer

VCR/DVD (HDMI2):
You can switch between VCR or DVD using the DVD remote; both the remote and player buttons to switch between playing modes.

Hearing Assist Devices are available in the Main Office.
Office Staff are available to help! Please bother us!