PROJECTOR
- To power on the system, touch the WesternU logo and input the access code
- To power on the projectors, press PC to select the PC source under the Screen L and/or the Screen R menu
- To power off the system and the projector, press System Off under System menu and press YES when prompted to confirm shutdown
- To display desired sources, press the button under the Screen L and/or the Screen R menu that corresponds to source
- To mute and unmute projector display, press Picture Mute under System menu

LAPTOP INPUT
- Connect the VGA cable and the audio cable, located at the lectern, to the laptop
- Select Laptop as your source under the Screen L and/or the Screen R menu
- If there is no display, toggle the laptop by selecting Fn + F5 / F6 / F7 / F8 (varies depending on the laptop) on the laptop

DOCUMENT CAMERA INPUT
- Pull out the document camera, which is hidden inside the side of the lectern
- Turn on the document camera by pushing the power button on the document camera
- Select Doc Cam as your source under Screen L and/or Screen R menu
- Adjust lighting and lamp on the document camera as needed for display under the Document Camera Control menu

VCR/DVD INPUT
- Insert desired VHS or DVD disc into VHS/DVD player, located inside the lectern
- Turn on the VHS/DVD player by pushing the power button on the player
- Select VCR or DVD according to your desired choice as your source under the Screen L and/or the Screen R menu

AUDIO
- To adjust the PC/Laptop audio level:
  - Adjust volume settings on the PC/Laptop
  - Adjust volume settings through the Program audio settings under the Audio menu
- To adjust the wireless mic audio level:
  - Adjust volume settings through the Wireless Master audio settings under the Audio menu
  - Adjust each individual wireless mic volume by selecting Mics under the Audio menu to access individual wireless mic audio settings and lectern mic audio setting

CLASSROOM MULTIMEDIA SERVICES
HPC 209 (909) 496-5432 techsupport@westernu.edu
Calls after 5:30PM will be routed to an answering service