**Lecture Hall II A/V Instructions**

**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 L Sources and/or the R Sources 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 L Sources and/or the R Sources 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 1 as your source under the L Sources and/or the R Sources 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 pressing On above Power under the Document Camera 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 L Sources and/or the R Sources menu

**AUDIO**
- To adjust the PC/Laptop audio level:
  - Adjust volume settings on the PC/Laptop
  - Select Volume under the System menu
  - Adjust volume settings through the Program audio settings under Volume menu
- To adjust the wireless mic audio level:
  - Adjust volume settings through the Lavaliere Microphone and/or the Handheld Microphone audio settings under the Volume menu

**VIDEO CONFERENCING – Lecture: Pomona Presenting**
- Power on the system by following the A/V Instructions
- Select PC under both the L Sources menu and the R Sources menu
- Enable audio stream by selecting Dist Audio under the System menu (when activated, it will be highlighted)
- The video, audio and PC/Laptop feeds are now activated (PC/Laptop resolution must be 1024x768)

**VIDEO CONFERENCING – Meeting: Pomona Presenting**
- Power on the system by following the A/V Instructions
- Select Dist Local under both the L Sources menu and the R Sources menu
- Enable audio stream by selecting Dist Audio under the System menu (when activated, it will be highlighted)
- The video and audio feeds are now activated
- The Lebanon video/audio stream and Lebanon PC/Laptop stream will be displayed on both screens

**CONFIDENCE MONITOR**
- Turn on the Left Confidence Monitor by pressing Power on the lower right corner on the monitor (no actual physical button is present)
- Select Confidence Monitor under the System menu
- Select Oregon as the source under the Confidence Monitor menu to see the Lebanon audience view (It is possible to select the other sources if desired)

**CLASSROOM MULTIMEDIA SERVICES**

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