PROJECTOR
▪ To power on the system, touch the WesternU logo and input the access code
▪ To power on the projector, press PC to select the PC source under Screen A and/or Screen B menu
▪ To power off the system and the projector, press System Off under System Menu
▪ To display desired sources, press the button under Screen A and/or Screen B menu that corresponds to source for desired projector
▪ To mute and unmute projector display, press Picture Mute under System Menu

LAPTOP INPUT
▪ Connect the VGA cable and the audio cable, located in the slideout tray beneath the Doc Cam, to the laptop
▪ Select Laptop VGA as your source under Screen A and/or Screen B menu
▪ If there is no display, toggle the laptop by selecting F5 / F6 / F7 / F8 (varies depending on the laptop) on the laptop

DOCUMENT CAMERA INPUT
▪ Turn on the document camera by pushing the power button on the document camera
▪ Select Document Camera as your source under Screen A and/or Screen B menu
▪ Adjust lighting and lamp on the document camera as needed for display

VCR/DVD INPUT
▪ Insert desired VHS or DVD disc into VHS/DVD player, which is 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 Screen A and/or Screen B menu

AUDIO
▪ To adjust the PC/Laptop audio level:
  ▪ Adjust volume settings on the PC/Laptop
  ▪ Adjust volume settings through the Program audio settings on the menu screen
▪ To adjust the wireless mic audio level:
  ▪ Select Mics under Audio menu
  ▪ Adjust volume settings for desired mics under Microphone menu

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