**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 on the menu screen
- To power off the system and the projector, press Shutdown on the menu screen
- To display desired sources, press the button on the menu screen that corresponds to source
- To mute and unmute projector display, press TURN PC MUTE ON/OFF on the menu screen

**LAPTOP INPUT**
- Connect the VGA cable and the audio cable or the HDMI cable, located at the lectern, to the laptop
- Select Laptop VGA or Laptop HDMI as your source on the menu screen
- 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 Document Camera as your source on the menu screen
- Adjust lighting and lamp on the document camera as needed for display

**AUDIO**
- To adjust the PC/Laptop audio level:
  - Adjust volume settings on the PC/Laptop
  - Adjust volume settings through the Prog. audio settings on the menu screen
- To adjust the wireless mic audio level:
  - Adjust volume settings through the Mic audio settings on the menu screen