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 Projector 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 Projector 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 Projector 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
- The document camera will turn on automatically by selecting Document Camera as your source under Projector 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 Projector 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 Audio menu
- To adjust the wireless mic audio level:
  - Adjust volume settings through the Microphone audio settings under Audio menu

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