Operating Instructions
for Room 1C01 Board Auditorium Lectern

To increase the successful projection of your computer, you should know how to:
- adjust the Resolution Ratio to (1024 x 760 pixels)
- place the computer Display in Dual, Clone, or Mirror Mode

- Plug the VGA cable into the Computer In jack in the Table Pop Up panel.
  When audio is required; plug the audio cable into the mini Audio In jack on the
  lectern.
- Plug the opposite end of the VGA cable into the computer's VGA Out jack and
  the mini audio cable into the Headphones Out jack.
- Touching the screen on top of the lectern will activate the panel.
- Enter code 1, 2, 3, 4.

Touch Screen

Touch screen again.

Enter Code: 1 2 3 4
Choose a source. If you choose a computer source like Laptop, the projectors turn on and the screens will drop.

It takes about a minute for the projector to be ready, after which you should see the computer's desktop projected on the screen.

- If the desktop is not visible, check to make sure the Resolution Ratio of the computer is set to 1024 x 760 pixels. If needed, go to Control Panel, then Display, and use the slider to set correct resolution.

- Also check that the computer is NOT in Extended Monitor mode, but in Clone, Identical or Mirror Monitor mode.
  (Windows OS: right click on the desktop go to settings. Mac OS: go to the Apple menu under System Preferences, click on Displays).
- Once you see the desktop in the **Preview Source** screen, push the **Send To All** button and the desktop should appear on the **Current Source** screen, and the large screens in the room.

- **Program Volume** controls all external volumes such as the laptop.

- **Room Volume** acts like a Master Volume, controlling **ALL** audio, including microphones.

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**Changing to another source after the initial start up:**
- Press the button **of the source you** want to see.
- The source should **appear on** the **screen(s)**

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**Note:** The Touch Screen will go into a sleep mode after a long period of inactivity. Touch the screen to wake it up.
Turning on Wireless Mics
- Press the Wireless Mic button on the Lectern Touch Panel.
- Turn on one, or all four microphones, and adjust the volume of each.

When your session is complete, please shut the system down by pushing the "EXIT" button. Thank You.