Room Operations
for Rooms
3C10 & 3C12

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

Before starting, make sure the lectern is on. In the lower cabinet, above the DVD Player, there is a red switch that should be on.

- Plug the VGA cable into the Computer In jack in the lectern's Table Pop Up panel or Floor Box. If needing audio, plug the audio cable into the mini Audio In jack. 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.
Using the Wall Controller:
- Press the **Projector On** button to start the projector.
- Press the **WP VGA** button.
On the lectern, push the “WP VGA” button as you did on the Wall Panel, and push the Laptop button.
- Turn on the computer.
- Lower the screen using the white toggle switch on the wall.

- It takes about a minute for the projector to be ready, and you should see the desktop projected.
- If the desktop is not showing, check to make sure the Aspect Ratio of the computer is not higher than 1024 x 760 pixels.
- Also check that the computer is not in Extended Monitor mode, but in Mirror, Clone or Identical Monitor mode.
- To hear any Audio from the computer or any media device, turn up the volume on the Wall Controller, lectern, and the computer.
**Lectern's DVD-VHS Player**

- Make sure the DVD-VHS player is on.
- Push the DVD or VHS button on the lectern.
- Control the player using the **Control** buttons on the lectern panel.

![Diagram of Lectern's DVD-VHS Player](image)

**Lectern Controller**
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**External Devices**

- To use an External DVD, VHS, or any external device, plug the device into the Table Pop Up or Wall Panel AV **Video** and **Audio In** jacks.
- Press the Video button on the Wall Controller.
- Adjust the volume from the Wall Controller.

![Diagram of Wall Panel](image)

**Wall Panel**

**Please press the Off button on the Wall Panel when finished. Thank you.**