

Operating Instructions

for Room
1E01

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

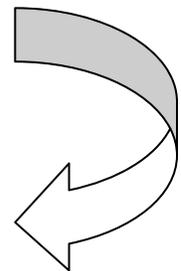
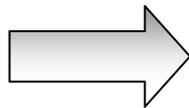
- Plug the VGA cable in, and if using Audio, insert the mini Audio plug into the computer's Headphones jack. The cables should be coming from inside the lectern and laying on top of the lectern.



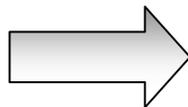
- Touching the screen on top of the lectern will activate the panel.
- Enter code 1, 2, 3, 4.



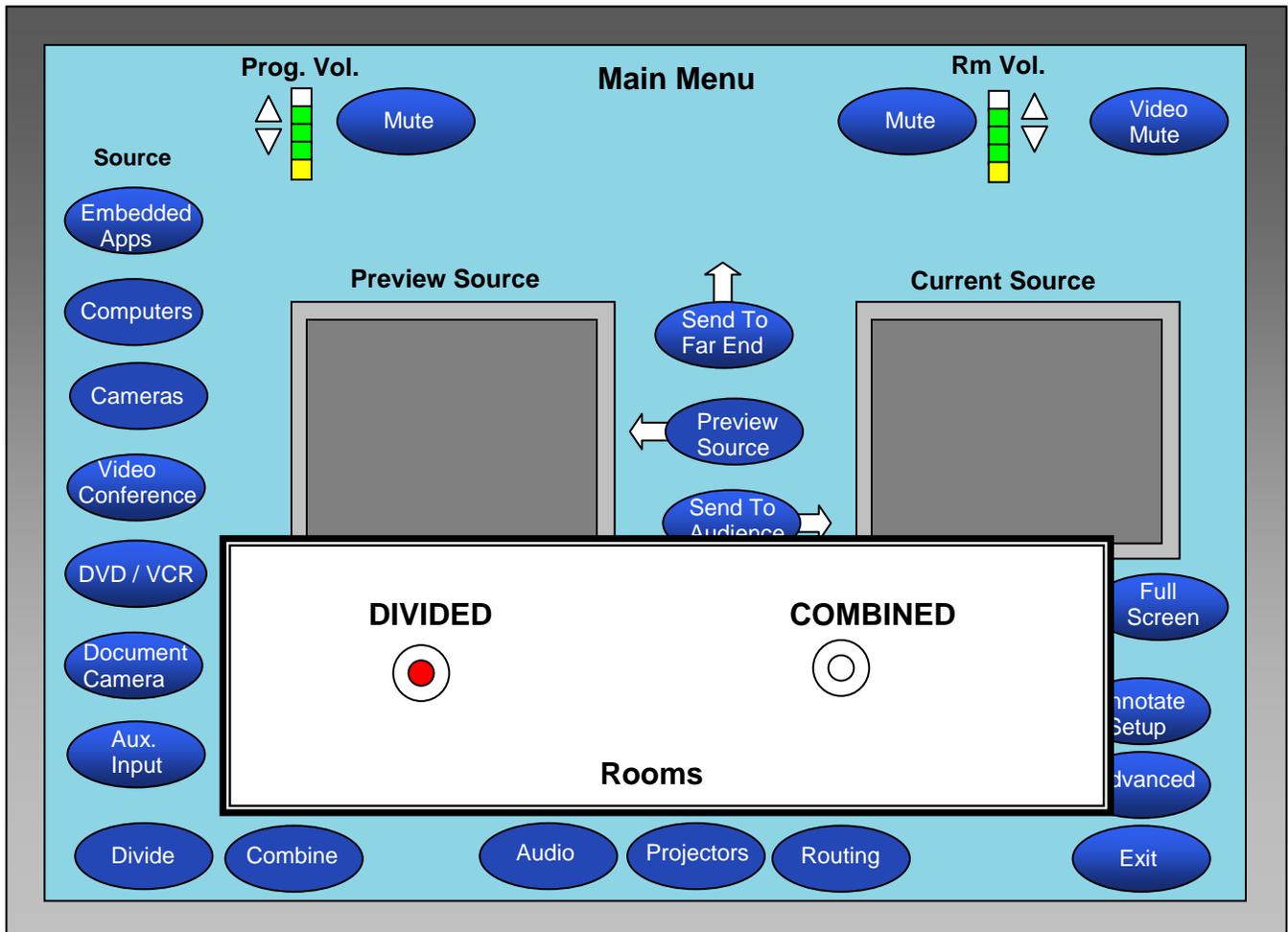
Touch Screen



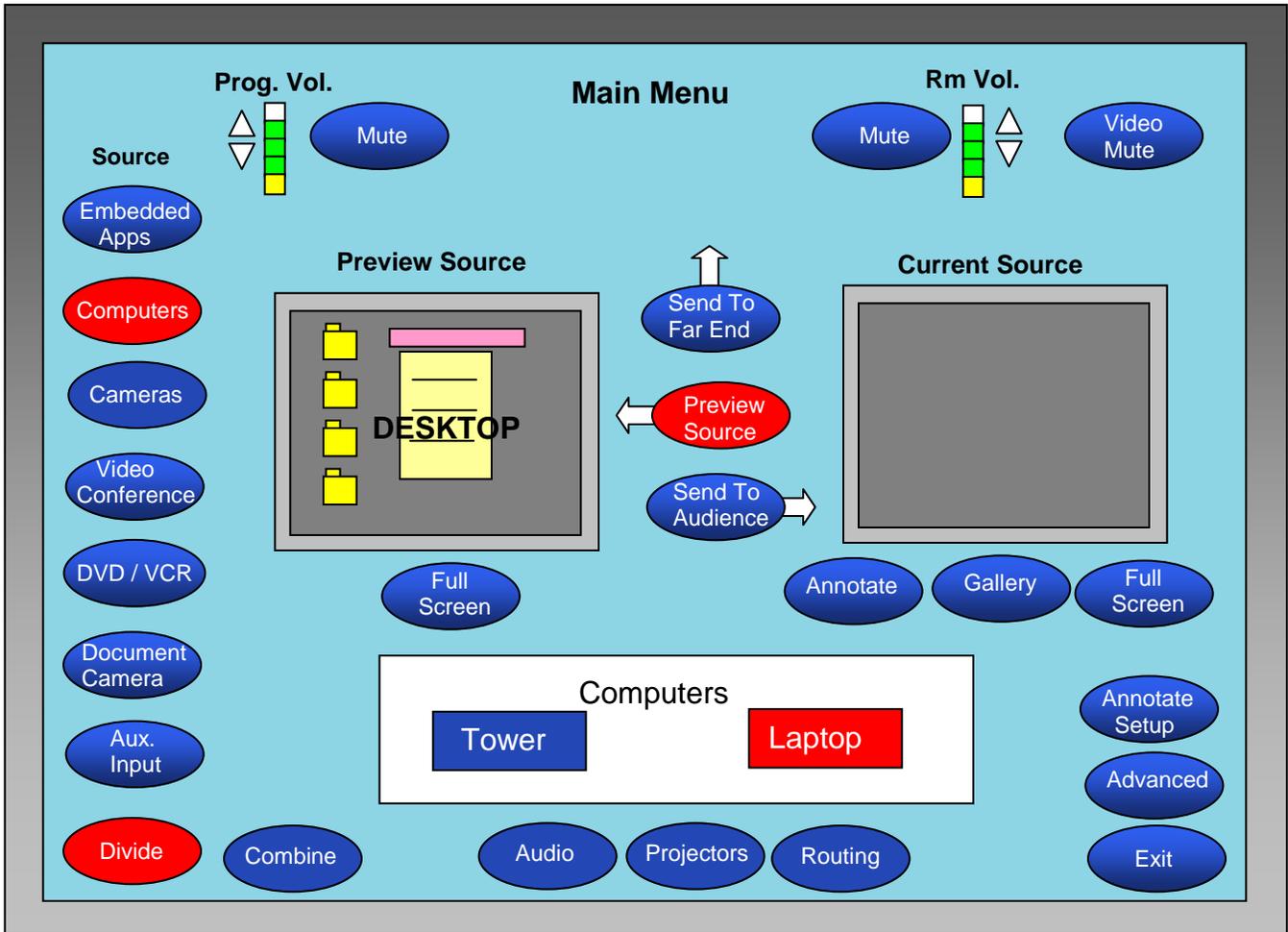
Touch screen again.



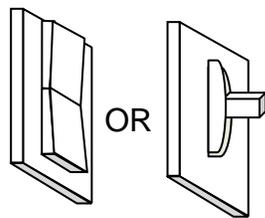
Enter Code: 1 2 3 4



The first screen will ask you to choose whether you want the rooms to be “Divided” (as a single room) or “Combined” (the 2 rooms working as one from this work station). These instructions will apply to either situation. For this example, we will set up “Divided”.



- Choose a source. If you choose the “Computer” source like your Laptop, the projector(s) will turn on (or use remote control if provided).
- If the screen(s) is not down, push the white button on the wall to lower the screen(s).



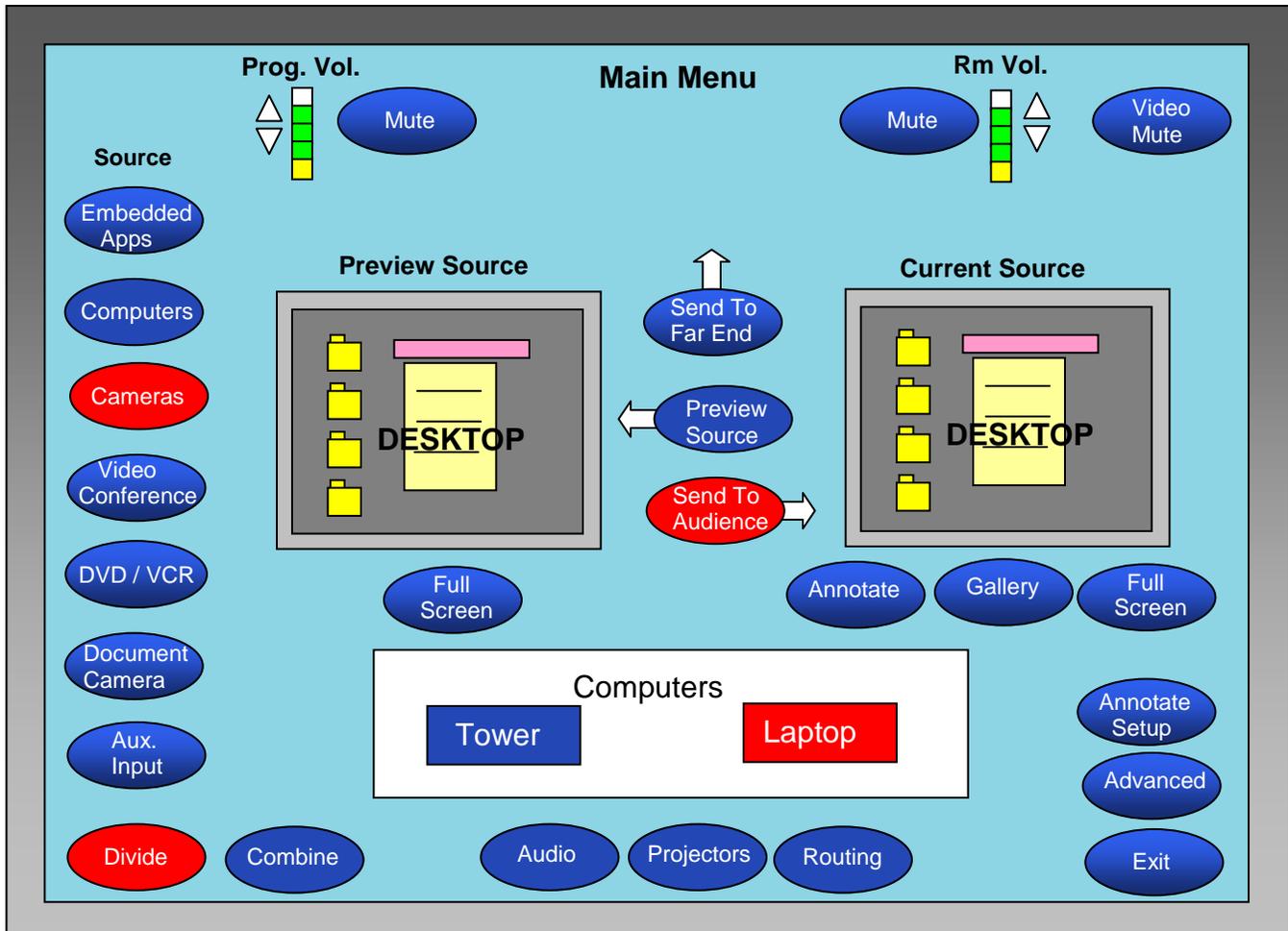
Screen Toggle Switch

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 showing, check to make sure the Resolution Ratio of the computer is set to 1024 x 760.

- 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 Audience**” button and the desktop should appear on the “**Current Source**” screen and on the large screen(s) in the room(s).

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

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

To change to another source after initial start up:

- Press the source button you want to see.

- The source should be seen on the screen.

When your session is complete, please shut the system down by pushing the “EXIT” button, and shut down the projector. Thank you.