1. Ensure the **power is on** for all devices (PC, Mac, DVD/VHS Tape, and Audio Amplifier) by checking that the power indicator lights are on for each piece of equipment in the Lectern.

If not, press the **ON** switch for any devices that are off.

If the MAC or PC is in sleep mode, press a key or move the mouse to wake it up.

Ensure the power is on for the Monitor on top of the lectern.

To raise lectern desktop extension, pull up. To lower, raise slightly and press in both release bars at same time.
2. **Lower the screen** by pressing the Screen switch down in MH115, 119, and 123.

3. Using the **Control Panel** on the top of the Lectern, power on the **Projector** (press the **ON** button); wait **one minute** for image to appear. The ON button flashes as the unit warms up.

4. Once the projector is on, use the **PIC Mute button** (picture-mute) to darken the screen. The Pic Mute button, located on the **Image Control area** of the control panel, will allow you to toggle the screen on and off, but keep the projector on.

5. Press (1-2 seconds) the appropriate source from the **Output Selection area** of control panel.

6. Press **AUTO IMAGE** button from the **Image Control area** of the control panel.

7. **VOLUME**: Turn the volume knob all the way down (counter-clockwise) and then **slowly** turn the knob up (clockwise) to the desired volume level.

8. Adjust the **room lights** (Step 2 photo).

9. System should now be fully functioning and ready for you to start.

**NOTES**
Projector will **automatically power off after 90 minutes**, unless you press one of the Control Panel buttons (**press any button on the control panel to keep projector active**).
**Please** turn the projector **off** when the class is over — bulbs are VERY expensive. Note that the **Off light will continue to flash** while the projector shuts down and cools off. The control panel is locked while the projector is in shut-down and cool-off mode.

**PROBLEMS? Press the HelpDesk button on Control Panel, or call “H-E-L-P” (4-3-5-7) and select option “0” (or 219-981-4357 and option “0” from a non-campus phone)**

**MAC and PC Use**

1. Open the **Keyboard Drawer**, and choose the keyboard **MAC Keyboard** for the machine that you will be using (MAC or PC). Place it on top of the lectern.

2. If you select the **MAC**, connect the mouse to the keyboard with the **mouse plug**.

3. Select the source (PC or MAC) on the **Control Panel**.

4. For **PC** use: **Login** with your IU Northwest user ID and passphrase. **Remember to Log Off after class**.

5. If your presentation requires **USB access**, please note:
   - **MAC** USB Ports are located on the **left** of the monitor.
   - **PC** USB ports are on the **front** of the **PC unit** in the lectern.
   - On lecterns with both **MAC and PC units**, the USB ports are **NOT** interchangeable. The USB port on the monitor is only connected to the MAC in these dual systems.
   - To use **your personal remote control unit**, plug it into the appropriate USB port.
Document Camera Operation

1. Turn the Document Camera ON.

2. Lower the screen. (See Step 2 under General Use.)

3. On the Control Panel:
   • Turn the Projector on.
   • Select the source—Document Camera.
   • Press the Auto Image button

4. Place items on the Document Camera’s deck.

5. Remember to turn off the Document Camera and the Projector when the class is over.

PROBLEMS? Press the HelpDesk button, on the Control Panel, or call “H-E-L-P”(4-3-5-7) and select option “0” (or 219-981-4357 and option “0” from a non-campus phone)

VCR/DVD Operation

1. Ensure the VHS/DVD machine and the Projector are turned on.

2. Insert a video tape or DVD.

3. Select the source: VHS Tape or DVD.

4. Press the Auto Image button.

5. Use the Control Panel keypad to control the VHS or DVD.

6. Set the sound to a comfortable level with the volume knob on the Control Panel keypad.

7. Remove your VHS tape or DVD when the class is over.

Laptop Operation

1. Connect the laptop to the VGA cable, network cable and the sound cable located on top of the lectern.
2. On the Control Panel:
   • Turn the Projector on.
   • Select the source—Laptop.

3. Set the laptop to display through its external VGA port.
   • For a Dell laptop this is usually the simultaneous pressing of the Function key and the F3 key.
   • For Sony and Fujitsu laptops it is usually the Function key and the F7 key.
   • Refer to your laptop manual or search on-line to find the keyboard combination for your laptop.
   • For Mac laptops, you must use the DVI to VGA adapter provided with the Mac laptop.

Special Notes

• Mac’s are not located in all rooms.
• Some rooms have manual pull-down screens.
• Raintree 102 has a supplemental wireless microphone system.
• To use your personal remote control unit, plug it into the appropriate USB port.
• Press PIC MUTE button to temporarily darken the screen; to unhide, press the PIC MUTE button again.

PROBLEMS? Press the HelpDesk button on the Control Panel, or call “H-E-L-P”(4-3-5-7) and select option “0” (or 219-981-4357 and option “0” from a non-campus phone)