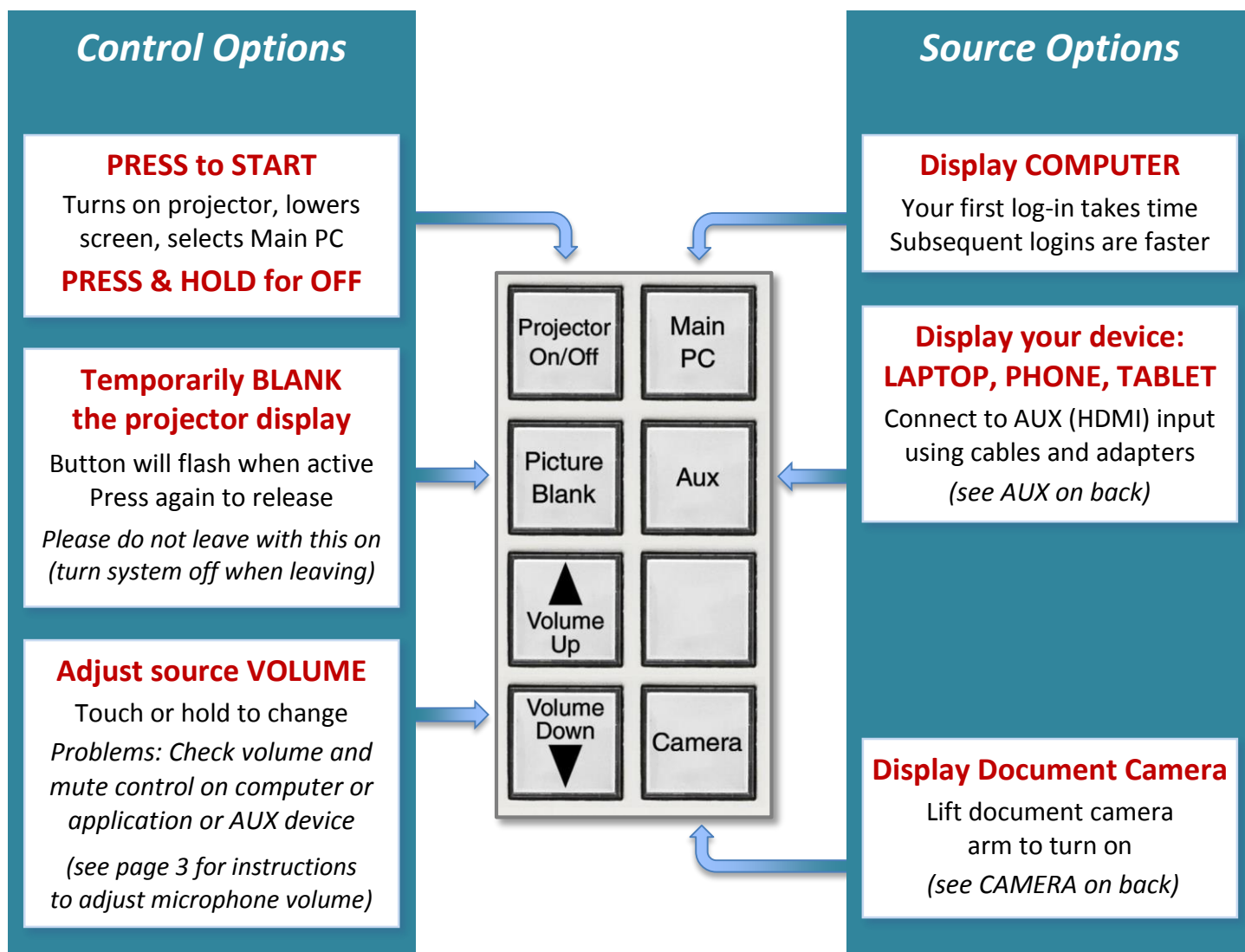


## Use the keypad to control the room



When leaving the classroom, please:

- **Turn system OFF – Press and HOLD Projector On/Off button**  
(System will be non-responsive for 60-90 seconds as projector cools)
- **Log out of the room computer** (computer should always remain on)

*(additional detail and help on reverse)*

## AUX: Connect and Display your Laptop, Smartphone or Tablet

The **AUX input plate** allows the user to connect an HDMI-compatible device and/or analog audio source. Common cables and adapters are available in the drawer to connect your device, though you may wish to purchase your own set. Network and audio cables are available if needed.

*We encourage you to **plan ahead** and be familiar with how your device connects to HDMI. Please feel free to call us for help.*

## CAMERA: Display the Document Camera

1. Raise the camera arm – camera will automatically turn on
2. Press CAMERA on keypad and adjust image as needed:
  - Rotate ZOOM wheel to zoom in and out
  - Press FREEZE to retain current image – press again to release
  - Press LIGHT to turn the lamp on/off
  - Press FOCUS to turn auto focus on/off
3. When finished, lower camera arm to turn OFF



## Kensington Remote: Provides remote control and laser pointer

Works with most programs (like PowerPoint) to control slides

- Top button beams the laser pointer
- Right button advances to the next slide or page
- Left button returns to the previous slide or page
- Bottom button blanks the screen (PowerPoint) – press again to release

Placing the USB receiver back in the unit turns unit off and saves batteries.

*This is not a flash drive; please do not walk off with the USB receiver.*



## MICROPHONES: Use **Lapel** or **Handheld Microphone**

### Lapel Microphone:

Attach the microphone about 6 inches below the chin. Position the microphone to avoid movements that may cause the microphone to rub against or be covered by clothing.

Turn the microphone on by pressing the ON/OFF button inside the battery compartment. Make sure the MUTE switch on top of the beltpack is switched away from the MUTE position. You can use this switch to temporarily mute the microphone.

To turn off the microphone, press and hold the ON/OFF button until OFF shows on the display.



### Handheld Microphone:

Turn the microphone on by pressing the red power button on the bottom of the microphone. To turn off the microphone, press and hold this button until OFF shows on the display.

Spare batteries for both microphones should be available in the console. If not, please call for assistance.



### Adjusting Volume:

Adjust volume for either microphone using the controls marked HANDHELD and LAPEL in the equipment rack below the document camera.

