

Using the Equipment Florence 201 and 207

1. Visit the Underwood Circulation Desk to get a key to the credenza
2. Connect the cable located in the credenza to your laptop and to the podium.
3. Lower the **projection screen** using a switch located on the wall just left of the screen.
4. Using the **control box on top of the podium**, power on the projector.



5. Select the source (**VCR/DVD/Doc Cam/Laptop**).
6. For Laptops, duplicate your display (please note, your screen resolution can not be set higher than 1024 X 768)

Windows computer:

- Press the **Windows** key and the **P** key simultaneously.
- Using your arrow keys, highlight **duplicate** and press enter.

Apple computer:

- Click the **Apple** icon and select **System Preferences**
- Select **Displays**
- Select **Mirror** from the Arrangement menu.

7. To raise the screen, use the switch on the wall
8. Turn off the projector by pressing the **Off** switch on the control panel

For emergency support:
call 214-768-8888