

# Using the Equipment in Your Classroom

1. Tap the touch panel on the podium to turn on the AV system. The Lectern PC is automatically selected.
2. If you would like to use a laptop, please select HDMI or VGA.
3. If you selected laptop:
  - a. If you need to use an adapter, connect one end to the HDMI cable and plug the adapter into your laptop.
  - b. Duplicate the display
    - i. **Windows** computer:
      1. Press the **Windows** key and the **P** key simultaneously.
      2. Using your arrow keys, highlight **duplicate** and press enter.
    - ii. **Apple** computer:
      1. Click the **Apple** icon and select **System Preferences**
      2. Select **Displays**
      3. Select **Mirror** from the Arrangement menu.
4. Volume
  - a. Tap the Volume up down buttons on the bottom of the touch panel.
  - b. To mute the speakers, press the speaker mute button below the volume control. The button will go red when the speakers are muted.
5. Microphone – if the room is equipped with a mic, you may turn it on and off using the button in the lower left corner of the touch panel.
6. Blank Screen
  - a. Tap the **Blank Screen** button. The button will go red when the screen is blanked
  - b. Tap the **Blank Screen** button again to resume displaying content
7. If you encounter a problem with the audio or video, press the Help button:
  - a. If there is a problem with the video (nothing is displayed on the screen) press the left button. The projector will be turned on, the blank screen will be turned off and the screen lowered.
  - b. If there is a problem with the sound (you can't hear anything on the speakers) press the right button. The speaker's level will be turned up to medium volume and the mute turned off.
8. When you are done, please press the **Shut Down** button to shut down the AV system



For emergency support:  
call 214-768-8888