

# Using the Equipment in Your Classroom

## Ford 308

1. Tap the touch panel on the podium to begin
2. Select the desired **Source**, then press the desired **Display** to route it to the corresponding display. (For additional displays, scroll to the right on the touch panel display section.)
3. If you selected laptop
  - a. Connect HDMI cable to HDMI wall plate located to the bottom left of the projector screen.
  - 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. If you select **Lossless HDMI** you will have a direct connection to the projector with no latency. (This is for displaying locally and will not integrate with Zoom.)
5. Volume Control
  - a. Tap the Volume up and down buttons near the Room Volume indicator on the touch panel
6. Microphone Control
  - a. To turn the microphone on, take one of the provided handsfree microphones and turn the grey switch on top of the device to the on position.
  - b. To turn the mic off, switch handsfree microphone switch to the off position and place the device back into its charging station.
  - c. To adjust the wireless mic volumes, press the Mic Control button.
7. 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
8. 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.
9. When you are done, press the **Shut Down** button to shut down the AV system.



**For emergency support:  
call 214-768-8888**

