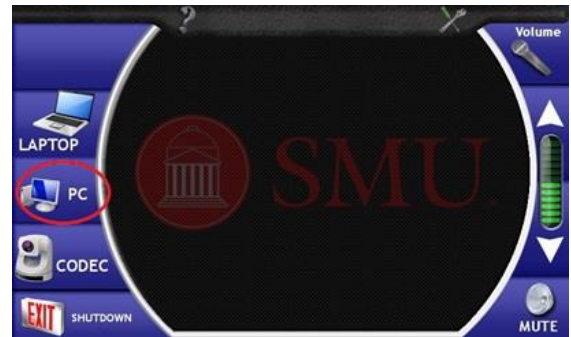


Using the Equipment in Your Classroom

Annette Simmons

1. Tap the touch panel on the podium
2. Tap the **PC** or **Laptop** button to turn the projector on
3. If you are using a laptop, a manual switch is located under the keyboard. Use the buttons to select **Laptop** or **PC**.
4. If you selected **Laptop**, you may need to follow these instructions:
 - a. 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.
5. Volume
 - a. Tap the UP or DOWN arrows on the right side of the touch panel
 - b. The top button on the right side can be used to mute the microphone
6. Tap the **EXIT** button to shut down the equipment



For emergency support:
call 214-768-8888