Unlocking / Locking Cabinet
(obtain combination from your division secretary)
1. Set the combination and ensure that the tumblers are seated properly in a row.
2. Push the shackle in to release the locking mechanism.
3. After unlocking, immediately randomize the 4 tumblers on the combination lock.
4. Lock cabinet before leaving
Shut down computer and power down all equipment. Lock all remotes and keyboard/mouse inside cabinet.

Playing a DVD Movie (available on certain computers)
1. Insert DVD into slot on the right side of the computer (label facing you).
2. Slide mouse pointer to the bottom edge of the screen to select Pause/Stop/Eject.

Turning On the Computer
1. Turn on button (backside)
2. Select (Windows / Macintosh)

Turning Off Projector
1. Aim projector remote at projector and press power OFF button on remote 2 times.
2. Screen should go black. Fans will continue to run for a few minutes.

Selecting Input
1. Use the projector remote to select the device to display on the projector.
2. Press iMac button for the iMac.
3. Press VGA button for the VGA cable.

Adjusting Computer Volume
Computer volume
• Computer volume can be adjusted with the speaker icon on the taskbar on the screen.

Application Volume (YouTube, iTunes, etc)
• Applications have their own volume control.

Adjusting Amplifier Volume (big black box)
1. Press Power button on amplifier. A green light will be lit when on.
2. Adjust Aux 1 knob for iMac volume.
3. Adjust Aux 2 knob for VGA volume.
4. Adjust large Master Volume knob (overall volume).

Installation:
• Default knob position is at the 12 o’clock for all knobs.