**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.

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**Generation 2 Room (Type A)**

**Turning On Projector**

1. Stand within 10 feet directly in front of the projector and press **Power ON button on remote**.
2. After about 1 minute you will see projected image on the projection screen.

**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.

**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**.

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**Adjusting Volume**

**Projector Volume**

1. **Projector volume** can be controlled with the projector remote.
2. Use the volume + & - to adjust accordingly on on-screen display.
   - **Default volume position at halfway.**

**Speaker Volume**

- **The Speaker volume knob** is located on one of the two wall mounted speakers.
  - **Default knob position at 3 o’clock.**

**Adjusting Computer Volume**

**Application Volume (YouTube, iTunes, etc)**

- Applications have their own volume control.
  - **Default volume position at max.**

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**Turning On the Computer**

1. **Turn on button** (backside)
2. **Select** (Windows / Macintosh)

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**Turning Off the Computer**

1. Shut down computer and power down all equipment.
2. Lock cabinet before leaving.