Turning on the Computer 2. Select 1. Turn on button (Windows / Macintosh) (backside) DVD/CD slot (label facing you) Windows Macintosh <u>or</u> **USB Ports** (backside) **L**-left R-right click click Keyboard Mouse

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.

Generation 2 Room (Type B)

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 (<u>label facing you</u>).
- **2.** Slide mouse pointer to the bottom edge of the screen to select **Pause/Stop/Eject**.

Need Support?

Phone: Drop in:

455-0271

LC-101

Adjusting Volume

Projector Volume (iMac Only)

- **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 (VGA & iMac)

- 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.

