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 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.

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.

Need Support?
Phone: 455-0271
Drop in: LC-101