Media Equipment Instructions
Library Auditorium

1. If the media cabinet is locked, it may be opened with Multimedia Key #002, available through Access Control.
2. This system is controlled with the touch panel mounted on the podium.
3. To turn the system on, touch the screen. You will be given three choices: **Front Stage**, **Back Stage**, and **Audio Only**
4. **Audio Only** mode will allow you to send audio from sources such as the PC, BluRay Player, or device connected to the laptop of AUX inputs to the speakers in the room and to use the wireless mics. It will also send the PC's image to the computer monitor in the podium.
5. **Front Stage** and **Back Stage** modes will turn on one of the two projectors in the room. You can use the switches on the stage right wall to lower the appropriate screen.
6. Select the source you wish to display with the buttons labeled **Computer**, **Laptop HDMI**, **Laptop VGA**, **BluRay**, **Document Camera**, **Aux HDMI**, **Aux Video**.
7. The Dell PC is in the podium, make sure that its power is turned on by pushing the power button.
8. When playing a DVD or BluRay in the BluRay player, the remote control functions are available on the button panel, menu up, down, left, right and select, as well as play, pause, and chapter forward and backwards are available.
9. You can connect a laptop to the system using the VGA and Audio cable or the HDMI cable located near the monitor at the top of the desk. Once you have connected, select the appropriate source on the touch panel.
10. A Document Camera is located in the drawer on the right hand side of the podium, to display it, press the **Document Camera** button.
11. Inside the podium, you will see an HDMI input and a Composite Audio/Video input. If you connect a device via those inputs, you can display them by pressing either the Aux HDMI or Aux Video buttons on the touch panel.
12. Volume Control for all sources is available with the Up & Down arrows on the lower right hand side of the touch screen. Please note that devices such as the PC or laptops will need to have their system volume turned up as well for sound to work.
13. When you are finished using the system, make sure to press the POWER(⏻)button on the top right corner of touch screen. This will turn the projector off. Please make sure you turn the system off to preserve the life of the projector bulb and conserve electricity.