This room is coordinated by a Switch located in the cabinet or on the desk. The Podium computer and other equipment is located in the black cabinet or in the desk. There is a Laptop Cable.

### Getting Started
Use the Remote to power on the LCD Projector.

### Adjusting the Volume
1. Turn the Volume knob on the amplifier.
2. No Audio from Podium? Check the Volume icon on the podium computer.

### Using the Podium
1. Open the cabinet and power on the Podium computer.
2. Turn on the monitor (if necessary).
3. Log in with your Norse Key
   - It may be necessary to wait 30 - 60 seconds before logging in to allow the system to start all services and connect to the network.
4. To display on the LCD Projector, press **PC/Computer** on the Switch.

### Using a Laptop
1. Locate and plug in the laptop video/audio cable.
2. Press **Laptop** on the Switch.
3. Start the laptop or press the LCD/CRT key (often FN+F8 on Windows laptops).

### Using the VCR or DVD Player
1. Select **VCR/DVD** from the Switch.
2. Select **Input 4** on the Remote.
3. Insert the VHS Tape or DVD into the machine.
4. Use the remote or buttons on the machine to control the video.

### Shutting Down
1. Use the Remote to power off the LCD Projector.
2. Shutdown the Podium workstation.

For assistance, contact the LIS Technology Help Desk at x1000.
3. Leave everything else powered on.

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