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 desk.

### 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 desk 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, select **PC** on the Switch.

### Using a Laptop

1. Locate and plug in the laptop video/audio cable.
2. Select **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 **Video** on the LCD Remote.
2. Insert the VHS Tape or DVD into the machine.
3. Use the remote or buttons on the machine to control the video.

### Shutting Down

1. Shut down the LCD Projector by pressing **Standby** on the LCD Remote twice.
2. Shutdown the Podium Workstation
3. Leave everything else powered on.

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For assistance, contact the LIS Technology Help Desk at x1000.