Directions for Montgomery Hall (L-101) Presentation System

AUDIO *(controls located on center panel of podium)*
Push audio **ON** button. Audio control knob's red light indicates power & volume level
Podium Microphone is built into podium & is activated with audio system
Adjust volume as needed

PROJECTION SCREEN *(controls located on center panel of podium)*
Push screen down or up button

DATA PROJECTOR *(use remote control unit cabled to right side of podium)*
Slide the MAIN POWER switch on the side of remote control unit ON
Press POWER ON button (front panel of remote) to power projector.
> Note: Point remote control at projector or bounce the beam off the screen. Green lamp on front of projector will flash while projector is warming up & become steady green when ready.

Select Video for VCR viewing **or** Select Data #1 for computer

COMPUTER *(power controls are located on equipment)*
Power on computer and monitor
Log onto the administrative network. *Use your **Administrative Account** (same as office logon).*
Note: If no picture on monitor check switch box (mounted below podium on left).
> *For classroom computer select input #1*
> *If you have connected your personal laptop to system select #2*

VIDEO/DVD PLAYER *(located on back/side wall next to podium)*
Press power button (far left on unit) or use remote control (located in drawer below).
Push VCR button (far right on unit) for videotape playback. Insert tape. Push play. **Or**
Push DVD button for DVD playback. Insert DVD. Push Play.
Adjust audio volume on podium front control panel.
Off Air Viewing or Cancellation
Select channel desired on VCR or use Remote Control *(located in drawer below)*
To cancel off air viewing select **line input** *using Remote Control for VCR.*
This will project a blank screen before videotape playback

LIGHTS
Control panel is on podium (far right as you face the audience)
Red toggles switch on or off for florescent lights or incandescent house lights.
Yellow sliders dim the house or stage lighting.
Other red toggles switch stage lighting
Whiteboard track lights are controlled by timer switch behind curtains (on wall podium side)

SHUT DOWN PROCEDURES
Power Off Data Projector using cabled remote control.
Note: On projector, power indicator will turn red & cooling fan will run for 90 seconds & then go into standby mode.
Power off all equipment including computer, monitor, video, cassette, & audio system
   Note: Push audio power off once, wait, there is a delay before it powers down & red power light turns off
Turn off all lights at podium light controls except florescent lights.
Turn off florescent lights when exiting (switch is beside exit doors).