General Directions
1. Press the Podium Power switch, located on a vertically-mounted power strip, to ON.

Select your source
1. Select the AUDIO source you will be sending to the class on A/V Select
   - MAC (V.Aux)
   - DVD/VCR (DVD/VDP)
   - AuxCPU – Laptop Computer (CD)
   - External A/V Jack (VCR) – Turn volume way down before plugging into EXT. A/V jack
2. Select the COMPUTER source you will be sending to the class on the Computer Select switch box. Press the green Select button on the Computer Select box to select MAC or AuxCPU as your source.

To view a video or computer source on the front screen
1. Aim the remote directly at the ceiling mounted LCD projector.
2. Press the Orange Power button on the remote. Wait a few seconds for an image to appear.
3. Choose your source by pressing the Source Select button on the remote, one time.
4. It will automatically choose one video or computer source that is connected to the projector.
5. If that is not the source you wish to view, press the Source Select button again. It will find the next available source. N.B. – If you can’t find the source you wish to view, verify that the VCR or CPU are turned on and that the A/V Select box is properly selected.
6. Press the Orange Power button twice to shut off the projector when you have finished. The projector’s power light will flash amber (yellow) as it cools down. Eventually, you will see a solid amber light indicating the projector has totally shut off.

The LCD projector, A/V Select, and Computer Select box must all be set to the proper inputs or you may inadvertently play out audio from one source and video from another. Here is a chart to help you set your inputs properly:

<table>
<thead>
<tr>
<th>Source</th>
<th>A/V Select Display</th>
<th>LCD Projector Remote</th>
<th>Computer Select box</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mac</td>
<td>V.Aux</td>
<td>- Source Select</td>
<td>- MAC</td>
</tr>
<tr>
<td>- DVD/VCR</td>
<td>DVD/VDP</td>
<td>- Source Select</td>
<td>N/A</td>
</tr>
<tr>
<td>- AuxCPU</td>
<td>CD</td>
<td>- Source Select</td>
<td>- AuxCPU</td>
</tr>
<tr>
<td>- Ext. A/V</td>
<td>VCR</td>
<td>- Source Select</td>
<td>N/A</td>
</tr>
</tbody>
</table>

To select the internal computer as your source
1. Press the Power button on the right rear of the computer (if necessary, to turn it on).
2. Press the MAC button on A/V Select.
3. Press the green Select button on the Computer Select box until MAC is selected.
4. Log in to the computer using your F&M Unified Name and Password.

To select an external computer as your source
1. Attach the external computer's VGA monitor cable to the AuxCPU jack. (If desired, you may attach a speaker cable and Ethernet cable to the same plate.)
2. Press the green **Select** button on the Computer Select box until **AuxCPU** is selected.
3. Turn the external computer on.

**To play an audio compact disc (via the computer)**
1. Insert the compact disc into the front slot on the computer.
2. Select **iTunes**, in **Applications**, if it doesn't open automatically.
3. Use the on-screen controller to Play, Pause, Stop, and Eject the compact disc.

**To play a DVD (via the computer)**
1. Insert the DVD into the front slot on the computer.
2. Select **DVD Player**, in **Applications**, if it doesn't open automatically.
3. Use the on-screen controller to Play, Pause, Stop, and Eject the DVD.

**To restart the computer** (if necessary)
1. Pull down the **Apple Menu**.
2. Select **Restart**.

**To play a video or DVD (on the DVD/VCR)**
1. Press the button, for **DVD/VCR**, in on the **A/V Select** switch box.
2. Press the **Eject** button on the DVD/VCR to open/close the DVD tray.
3. Press the **DVD/VCR** button to alternate between the controls for DVD or videotape.
4. Insert a videotape or DVD into the appropriate slots on the DVD/VCR player.  
   (N.B. - A videotape will begin to play automatically, unless you press Stop.)
5. Press the **Play** button to play a video or DVD.(N.B. To avoid Cable TV input, press the Channel up/down arrow buttons on the VCR or the remote until you see **L1** or **L2** on the VCR display.)
6. To see the DVD main menu, press the **Disc Menu** button on the remote.
7. To select a specific DVD title/chapter, press the **CH ↑↓ and ← →** on the remote.
8. Press **Enter** to play.

**Turn off the projector** (to extend the bulb and projector life)
1. Aim the remote directly at the ceiling mounted LCD projector.
2. Press the Orange Power button twice to shut off the projector when you have finished.  The projector's power light will flash amber (yellow) as it cools down.  Eventually, you’ll see a solid amber light indicating projector has totally shut off.

**Final Shutdown**
1. Turn off the projector and place all remotes and the mouse inside the keyboard tray.
2. Eject all videos, compact discs, memory sticks, DVDs, etc.
3. Log out of the computer by pulling down the Apple menu and select **Log out**  
   [User’s Name].  This will close any open applications and disconnect from eDisk.  
   **Do Not Shut down or Power off the computer.**
4. Turn the **Podium On/Off** switch to **OFF**.  (N.B. - This should turn everything off.  There is no need to turn off the individual components)

**For Assistance, Call:**
- 291-4279  **TEC Assistance Hotline**  **OR**  358-4467  **Wendy Baker Davis**