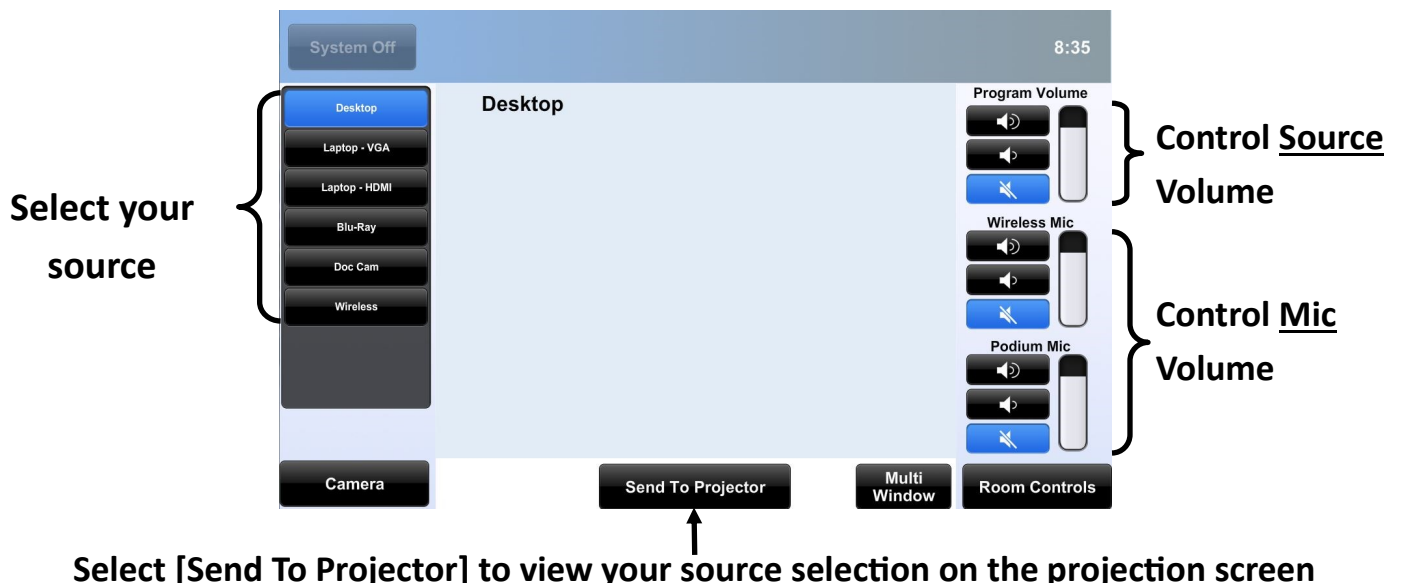


For immediate assistance call: 206-221-5000, Option 9

For general requests email: [help@uw.edu](mailto:help@uw.edu)

OR go to: [www.washington.edu/uwit/cte](http://www.washington.edu/uwit/cte)



Select [Send To Projector] to view your source selection on the projection screen

#### **Turn on the data projector:**

- 1) When you have selected your media source, press the [Send to Projector] button. The projector will begin to warm-up, which will take about 60 seconds.

#### **Adjust Volume:**

- 1) Program volume will control **ALL** our source materials.
- 2) The two mic volume controls work independently of each other for the wireless lapel and podium top microphone.

#### **Laptop:**

- 1) Connect either the VGA cable or the HDMI cable
- 2) Select [Laptop VGA] or [Laptop HDMI] based on which cable you are using
- 3) Select [Send To Projector]

#### **Blu-ray, DVD or VHS tape:**

- 1) Select [Blu-ray]
- 2) Use the controls to navigate the media as needed
- 3) Select [Send to Projector]

#### **Document Camera:**

- 1) Select [Doc Cam]
- 2) Use the controls to zoom and focus on your presentation material
- 3) Select [Send To Projector]

#### **Wireless (Air Media):**

- 1) Select [Wireless Video]
- 2) Follow the instructions on the touch panel and your laptop for wireless connectivity.

#### **Multi-Window:**

- 1) Multi-Window allows the presenter to show two sources simultaneously on the screen
- 2) Select [Multi-Window], then the arrangement you would prefer
- 3) Select your first source, then select [Send to Window 1]. Same instructions for the following windows.

#### **Lecture Capture:**

- 1) This room is equipped to support Panopto Lecture Capture system. For more information please visit <http://www.washington.edu/itconnect/learn/tools/panopto/faqs/> To schedule automated recordings visit <http://www.washington.edu/itconnect/learn/tools/coursecasting/>

#### **Wireless Microphone:**

- 1) The wireless microphone is located in the drawer of the podium. You will need an IOFA key to access this. The power button is located on the **TOP** of the transmitter pack. A **GREEN** LED will indicate the mic is on.

CTE may not support the use of personal audio/video or network devices. CTE does not warrant or guarantee that third-party audio/video or network devices will be compatible with the technology installed in this building. If you would like to test your personal equipment in this room, please contact our office to schedule an equipment tutorial. For more information, please visit: <http://goo.gl/NaTFkY>