**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 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.