**Turn on the data projector:**
1) Select [Power]. The projector will begin to warm-up, which will take about 60 seconds.

**Adjust Volume:**
1) All volume for source selections can be controlled by the [UP], [DOWN], and [Mute Volume] buttons.

**Laptop:**
1) Connect either the VGA cable or the HDMI cable
2) Select [Computer] or [HDMI] based on which cable you are using. This will automatically send your source to the projection screen.

**DVD/VCR:**
1) Select [Video]
2) Use the controls to navigate the media as needed

**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.