**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) If there is a podium microphone, it will be controlled by the microphone volume control.

**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]

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

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