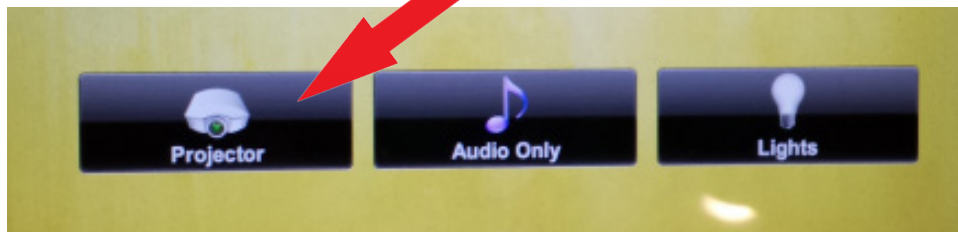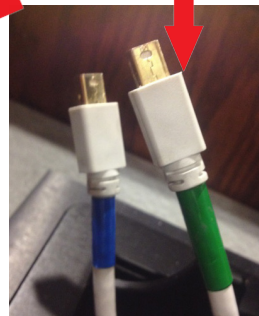# Wittemyer Courtroom A/V How-To
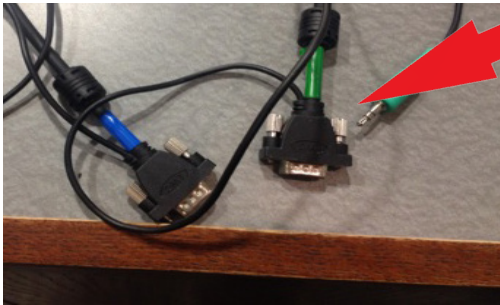
1 *Getting Started*
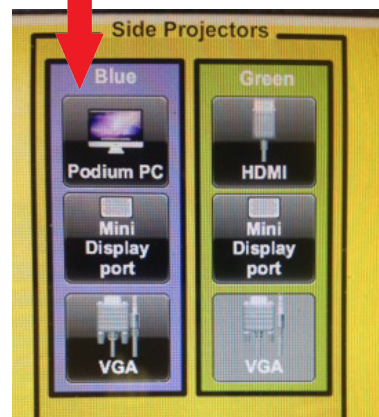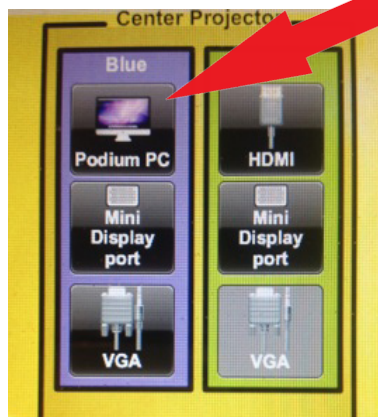
a) Touch the screen to wake it up. Choose **Projector or Audio Only** if when it prompts you to select a mode. For audio only skip to step 2. The lights can be changed under Lights below:

b) Plug in your laptop. You can choose from **VGA**, **MiniDP**, or **HDMI**.

c) Choose the correct color and input you plugged in to display it on the projector. You can choose displays for both the **Center** and **Side Projectors**. If you are using the podium computer and not your personal laptop, choose **Podium PC** under the blue input section.
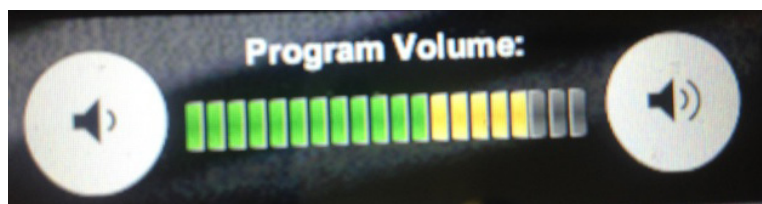

2 *Audio Controls*

a) If you need audio, plug one of the audio cables (attached to the VGA cables) into the headphone port on your laptop.
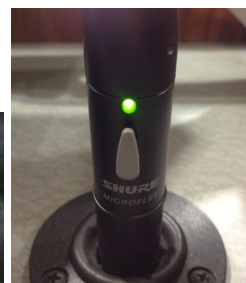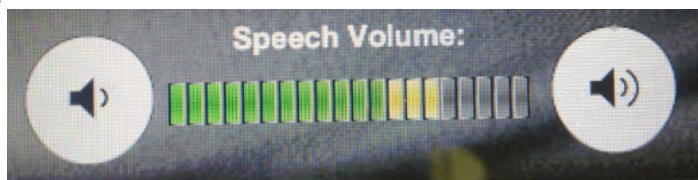
b) Press **Audio Routing** near the bottom of the screen. (Press **Projector Video** when you're ready to return to the main screen.)

c) Choose whether you are using the **Blue** or **Green** audio cable. The volume of the audio can be controlled using the **Program Volume** controls on top of the screen.

d) If you are using the podium microphone, make sure it is turned on before speaking. When turned on, there will be a green light on the base. The volume of the mic can be controlled using the **Speech Volume** controls on the top of the screen.
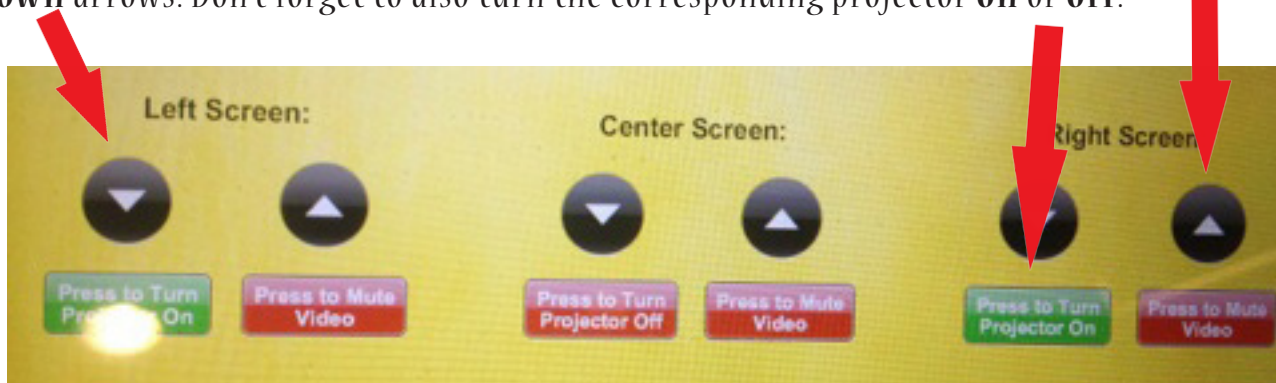

3 *Screen Controls*

a) When the system starts, the center screen automatically comes down. If you need to bring it up, or you need the side screens to come down, press **Screen Control** near the bottom of the screen. (Press **Projector Video** when you're ready to return to the main screen.)
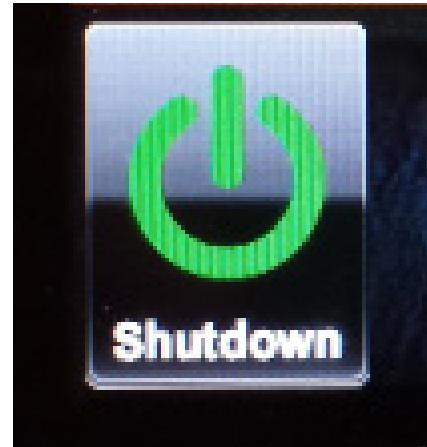

b) Find the control section for the screen you wish to raise or lower, and press the **up** or **down** arrows. Don't forget to also turn the corresponding projector **on** or **off**.

WARNING!

NEVER _push this button_ _during your event:_

Pushing Shutdown will shut down all projectors, screens, **AND THE CAMERAS** that are recording your event.

If you do press Shutdown by accident press No, Go Back!