# A computer keyboard and a power button Description automatically generatedStarting

* Take off the blue cloth
* If the projector is needed:
  + Power on the projector using the remote in the top rack drawer
  + Select the desired video input using the video switch in the rack.
  + (FUTURE) Lower the screen using the swtich on the wall

# Using The Computer:

* Press **Ctrl + Alt + Delete**
* Open Firefox (located on the taskbar at bottom)
* Open the slides (If you receive the slides from your email, you can login in your email and then download the slides from there)

# Selecting Video Source

* Choose the video source using the video swtcih in the rack. “UAC” for the permanent system, “Guest” to use your own laptop, and “Bluray” for the disc player.

# Selecting Audio SourcesA close up of a device Description automatically generated

* The “Main” knob should be set to “5”
* A close up of a device

  Description automatically generatedThe **Microphone** is stored in the top drawer, the blue mic cable is in the second drawer. Set the “Level” on channel “1” to “-∞”. Plug the cable into the first channel of the audio mixer. Turn the knob clockwise until the level is good, likely “-10”.
* **Guest Audio**: To connect to your own audio device (phone/laptop), use the cable labelled “Guest” with the 1/8” connector. The “TAPE/CD” knob has a label of “Guest”. Turn the knob fully counter clockwise before plugging in and then clockwise until the level is good. You may also need to adjust the volume on your device.
* **Guest Video**: If playing a video from your own laptop, ensure the audio is sent via HDMI output. The audio device to select on you computer is “Blackmagic”. The volume is controlled using the “Level” knob on channels “9/10”.
* **UAC Computer**: the volume is controlled using the “Level” knob on channels “9/10”.
* **Bluray Player** : the volume is controlled using the “Level” knob on channels “9/10”.

# Ending --- TURN OFF EVERYTHING

* Power off Projector (Click twice), using the remote
* Power off the rack switch
* Cover the system with the blue cloth
* Raise the screen if it is lowered using the swtich on the wall

# Tips

If the projector is not showing anything (blank blue screen), **check if the HDMI is plugged in properly.**

Extending the display (once the projector is on) – allows you to display PPT slides nicely

* Windows: Press both **“Window” and “P”** to bring out the menu for projector options. This will show up on the right of the monitor. You can choose **“extend”**
* Mac: Using Control Centre, select “Screen Mirroring” and “Use As. Separate Display”

Sound from your computer can be sent via the HDMI (if using the projector). You may need to set that using the computers audio settings. The destination will be called “\_\_\_\_ to be determined \_\_\_\_”

Note: Need to add the name of the audio device that will appear to the computer

# Notes

* The computer should be left on at all times, but if it is off, the power on the computer (big button underneath monitor, with a label saying “POWER BUTTON”)
* The computer monitor should come on with the main power swtich – if it doesn’t, power on the monitor (on the right *lower corner of the monitor, the button on the most right, with a label saying “POWER BUTTON”)*
* The sound system switch should be left in the on position at all times, but if needed, the power *is on the back of the sound system*