

For immediate assistance call: 206-221-5000, Option 9

For general requests email: [help@uw.edu](mailto:help@uw.edu)

OR go to: [www.washington.edu/uwit/cte](http://www.washington.edu/uwit/cte)



Select [Send to Proj. To Your Left] and/or [Send to Proj. To Your Right] to view your source

#### Turn on the data projector:

- 1) When you have selected your media source, press the [Send to Proj. To Your Left] and/or [Send to Proj. To Your Right] 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 the podium top microphone.

#### Laptop:

- 1) Connect either the VGA cable or the HDMI cable
- 2) Select the [Input Plate Left Side] if your chosen cable is installed on the left-side and vis versa for the right-side
- 3) Select [Send to Proj. To Your Left] and/or [Send to Proj. To Your Right]

#### Document Camera (Ceiling Mounted):

- 1) Select [Document Camera]
- 2) Use the controls on the panel to zoom in/out and focus on your presentation material
- 3) Select [Send to Proj. To Your Left] and/or [Send to Proj. To Your Right]

#### Blu-Ray:

- 1) Select [Blu-Ray]
- 2) Use the controls to navigate the media as needed
- 3) Select [Send to Proj. To Your Left] and/or [Send to Proj. To Your Right]

#### Lecture Capture:

- 1) This room is equipped to support Panopto Lecture Capture System. For more information please visit <http://www.washington.edu/itconnect/learn/tools/panopto/faqs/> To schedule automated recordings visit <http://www.washington.edu/itconnect/learn/tools/coursecasting/>

#### 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.

CTE may not support the use of personal audio/video or network devices. CTE does not warrant or guarantee that third-party audio/video or network devices will be compatible with the technology installed in this building. If you would like to test your personal equipment in this room, please contact our office to schedule an equipment tutorial. For more information, please visit: <http://goo.gl/NaTFkY>