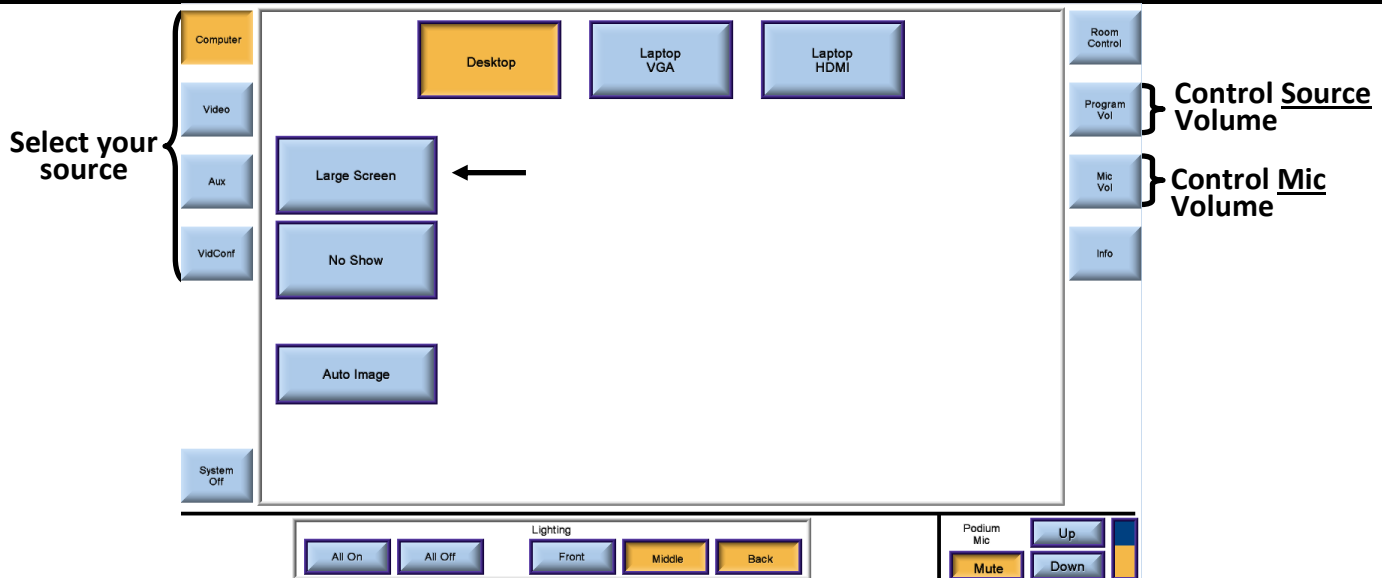


For immediate assistance call: 206-221-5000, Option 9

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 [Large Screen] to view your source selection on the projection screen**

### Turn on the data projector:

- 1) When you have selected your media source, press the [Large Screen] 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 [Computer] then either [Laptop VGA] or [Laptop HDMI] depending on your cable choice
- 3) Select [Large Screen]

### Document Camera:

- 1) Select [Video] then [Podium Doc Cam] and make sure the VGA cable is plugged into the **BLUE** RGB output in the back of the camera
- 2) Use the controls on the camera to zoom in/out and focus on your presentation material
- 3) Select [Large Screen]

### DVD/VCR:

- 1) Select [Video] and then [Podium Blu-ray Player]
- 2) Use the controls to navigate the media as needed
- 3) Select [Large Screen]

### 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>