A close up of a sign

Description automatically generated **University Hall Atrium**

Getting Started

1. Touch anywhere on the touch panel to wake it up.
2. Touch anywhere on the Lesley page to bring you to the main screen

Connecting your laptop

1. On the left-hand side, under **Program Source,** press ***Laptop***

***This will automatically turn the projector on***

1. Grab either the HDMI or VGA cable from below the touch panel.
   1. If using VGA, connect the aux portion of the cable into the headphone port of your computer
2. If using a MAC, first connect the cable to your adaptor and then plug it into your computer simultaneously.

Overflow

1. On the left-hand side, under **Program Source,** press ***Overflow***.

***This will automatically turn the projector on***

1. This will display the camera that you set up in the Amphitheater overflow

Microphones

1. Controls for these are found under the tab called **Audio Mixer ,** press ***Overflow***.

***This will automatically turn the projector on***

1. This will display the camera that you set up in the Amphitheater overflow

Power Down

1. In the lower left corner of the touch panel press ***System Shutdown***
2. Press ***Yes, Shutdown*** to turn the projector and speakers off.