### LECTERN PC

1. **Press "LECTERN PC"**

   - **Your LOGIN**: [Enter your login here]
   - **Your PASSWORD**: [Enter your password here]

   Typically, your login is the first initial of your first name, followed by your full last name. Passwords are the client’s responsibility and must be reset by Media if forgotten.

   - Optional: insert USB drive into one of four available USB slots. Remove drive after logging off.

   - Optional: insert CD/DVD-ROM into drive, located below keyboard tray. Eject disc when finished.

   - For best results, we recommend VLC for playback of CDs and DVDs.

   - Log off account when finished.

### LAPTOP

1. **Press "LAPTOP"**

   - Connect data display cable. Mac users must provide own adapter.

   - Connect classroom network cable. Laptop must be configured to access DHCP networks.

   - Connect laptop audio cable.

   - Your laptop may require toggling screen modes to display on projector. Simultaneously depress & release keys labeled "Fn" & “CRT/LCD” ("F8", commonly) on your laptop keyboard until projection appears.

### DVD / VCR

1. **Press "DVD/VCR"**

   - Insert disc (Region 1/All, retail, NTSC) or tape (VHS, NTSC only) into DVD/VCR. Recordable discs may be played in the podium computer disc drive.

   - Check DVD/VCR deck for current playback mode. Press "DVD/VCR" or "DVD" or "VIDEO" to change playback mode.

   - Use LECTERN-mounted controls, as shown, to control DVD/VCR unit.

### PLEASE NOTE:

To conserve projector lamp life, remove keys when finished.