Room 202 Audiovisual Guide

1) In the cabinet, please make sure that the DVD, PC, and amplifier are all on. In the drawer below will be the wireless microphone and VGA cables if you are setting up a laptop as well.

2) To automatically turn on the projector and lower the screen, press the **Press To Start** button on the touch panel located by the clerk’s desk. Then press **Full Power On, All MICs and Projector** as shown below. This will turn on the projector and lower the screen. The system will need 35 seconds to power up.

3) Under “Projector Control”, press **PC** for using the PC, **DVD** for the DVD/VCR and press **LAPTOP** for using a laptop. If using a laptop, please make arrangements with the lawaudiovisual department for borrowing a laptop and access to a VGA cable. The laptop connection will be on the wall by the window as shown below.
4) If you are using a PC for your class, press the PC button. Likewise, If you are using the VCR/DVD, press the DVD button. The DVD controls are right on the touch panel, so no remote is necessary.

5) If you are using the PC, make sure you login to the network account as shown below. If you are accessing your files via USB drive, there is a USB port on the front of the PC in the cabinet where you can insert your USB drive.

6) If your class is being podcasted, you MUST use the wireless microphone for the classroom as shown below. Make sure to test that it is on before you start your class. You should hear sound from the classroom speakers.

7) When you are done with your class, press **Power Off** on the Touch Panel (as shown in picture for step #4). Please turn the microphone off and put it back in the cabinet drawer. Also, if you are using the computer, double click on the **Restart** button on the desktop to restart the computer to the login screen.

8) If any of the equipment is not working in the beginning or fails during class, use the wall phone and press 2 for the Law School Help Desk.