Rooms 242 and Roosevelt 010 Audiovisual Guide

1) In the cabinet in the podium, please make sure that the DVD, PC, and amplifier are all turned on.

2) To turn on the projector, press the ON button on the display panel. The projector light will then turn on. If you are using the PC, press the PC button on the display. Likewise, if you are using the DVD/VCR button, press DVD/VCR. If you are using a laptop, press LAPTOP. Also, if using a laptop, please make arrangements with the law audiovisual department to have a laptop delivered to your class.

3) 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.
4) If you are using a laptop or you are using the audio connection for your IPod, the connections are on the right side of the podium (as shown below). Make sure you have pressed the **Laptop** button on the display to use either the laptop VGA or the audio (or both). There will be a mini jack audio cable in the cabinet. Plug one end into the headphone jack on the IPod and the other end into the Audio input connection shown below.

5) If your class is being podcasted, you MUST use the wireless microphone for the classroom as shown below. Please make sure to test that it is on before you start class, by hearing your voice through the classroom speakers.

6) When you are done with your class, you need to make sure of the following steps;
   a. Double click on the **Restart** button on the desktop to restart the computer to the login screen.
   b. To turn off the projector, press the **OFF** button on the display panel on the podium.
   c. If using the wireless microphone, please make sure to turn your microphone off and put it in the cabinet drawer in the podium.

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