

Getting Started

UBOB 222

Power

The main power in the podium rack should already be on, as well as all equipment (with the exception of the projector and wireless mic). If anything on the podium is off, make sure the red main power switch is on, located in the top right corner of the rack, before pushing any power buttons on individual units.

If main power is on, but other equipment is off, push their respective power buttons. For the **host computer**, the power button is on the computer's tower, located at the very bottom of the cabinet rack. If computer is on, but there is no display, check the screen's power button on the top right of the screen unit.

For the projector, use the remote control labeled "Projector" to start the projector. Pressing the green button on the upper right corner will start the projector. It takes a few minutes for the lens cap to automatically retract and the projector to show an image.

To power off the projector press the green button, the projector will prompt you to press the green button again to confirm powering off. The bulb takes several minutes to cool down and will not turn back on for about 5 minutes.

For the VCR, use the remote labeled "Video".

For the DVD Player, use the remote labeled "DVD".

Projection Screen

The switch for the screen is located on the wall by the door. Hitting the switch down will drop the screen; hitting switch up will raise it. Return the switch to the neutral position to stop the dropping/raising of the screen.

Selecting Media for Your Presentation

To select the input that is displayed, press the input button on the remote located directly beneath the green power button. The inputs are as follows:

- Input A:** Host computer
- Input B:** laptop
- S-Video:** DVD Player
- Video:** VCR

Audio

Volume: There are a number of volume controls in the podium rack and individual equipment. The main audio is controlled by the amplifier in the podium rack. The amplifier has 8 inputs total, 5 of which are labeled to correspond with the equipment in or on the podium. These individual, smaller dials should be turned down fairly low unless there's a need to do other wise. The bass and treble setting should mostly stay at the 12:00 position.

(Audio continued next page)

The larger, master volume dial on the right will control all equipment connected to the amplifier. Therefore, it is advised that you keep all equipments' individual volume controls at 50% (12:00) or lower. If a piece of equipment's audio is not working, make sure that both the amplifier and the unit are on. If in doubt about which volume control to use, try working with the master volume first before moving on to individual settings.

For **laptop** users, a mini cable connected to the amplifier is provided, and is laid out on the left side of the podium for hook up to the mic port on your computer. Again, be aware of the laptop's volume setting.

HELP

If at any point you need assistance, please call AskIT at 6-9999.