

LAVALLEY LAW LIBRARY MEDIA SERVICES

AUDITORIUM END USER INSTRUCTIONS

**Microphones**

1. Turn on each microphone receiver that will be in use.
2. Turn on each transmitter that corresponds to the receiver(s) that you turned on.
3. Check the battery life. The battery indicator is found on the microphone receiver. It is shaped like a battery and can have from one to four marks indicating battery life. Total battery life is between four and eight hours, depending on usage. Three or four marks are usually sufficient. Fewer marks mean the microphone should not be used until the battery is replaced.
4. Adjust volume using the corresponding channel on the microphone mixer. The labels on each channel identify which microphone receiver has been wired to a particular channel.
5. Most microphone issues can be addressed by adjusting volume up or down as necessary. If there is outside interference, the microphone receiver needs to be turned off.

**PowerPoint**

1. If the podium computer is going to be used, make sure it is turned on.
2. If the laptop computer is going to be used, hook in the VGA cable (and audio cable if applicable).
3. The podium switcher (located on the middle shelf) should be switched to 1 for the podium computer, or switched to 2 for the laptop.
4. Press "PC" on the wireless control panel.
5. Press "Send to Projector" on the wireless control panel.
6. If a laptop does not display, use the appropriate function keys on the laptop to toggle between display options.

**DVD or Video**

1. Load the appropriate media in the appropriate player (located in the closet multimedia cabinet).
2. Press either "DVD" or "VCR" as appropriate on the wireless control panel.
3. Press "Send to Projector" on the wireless control panel.
4. Use the DVD or VCR controls on the wireless panel as you would use them on a DVD player or VCR.
5. Adjust volume using the "Program" volume control on the wireless panel.