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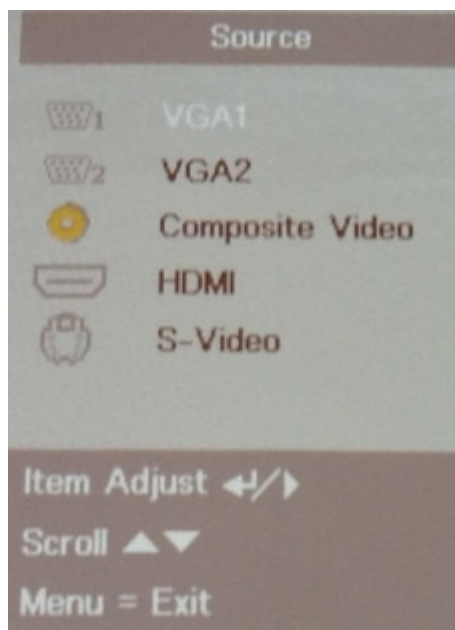
Board Of Trustees Room Instructions

Turn on the data projector that is located on top of the cabinet by pushing its power button, indicated by the red arrow. Please do not try to close nor open the lens cover, as it is built to stay in the open position.

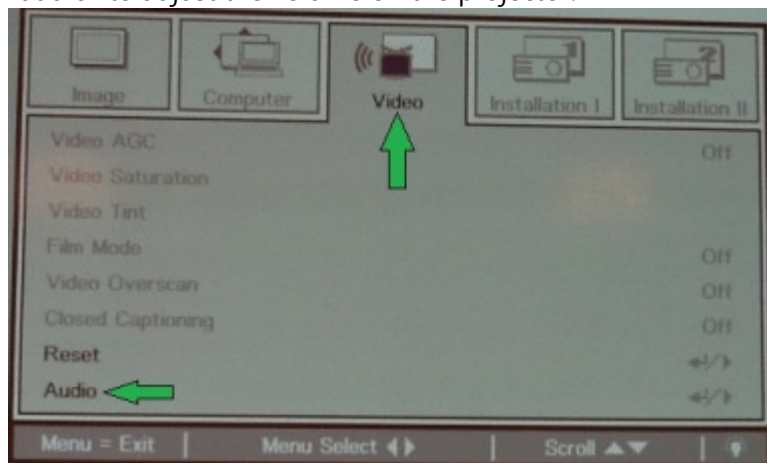


**The picture is not upside down - this is how you will see the projector in the room.

If a laptop is being used, please uncoil the long laptop cable and place it on the conference table. Do not try to unplug the laptop cable from the data projector. Press the source button, indicated by the green circle. Then using the arrow buttons, highlight VGA2, and press the center button (it has the "L" shaped arrow).



If sound is needed, you can adjust the volume by first making sure that the volume on the computer is set almost to 75%. You can then check the volume on the projector by pressing the "Menu" button, indicated by the blue circle in the above picture. Then using the arrow keys, navigate to the "video" tab and down to "audio" to adjust the volume on the projector.



If you do not hear any sound, you can check the cable in the back. The audio cable and its port is indicated by the red circle in the picture.

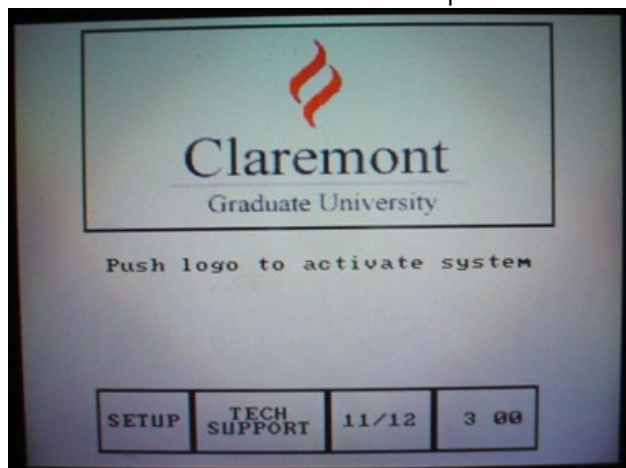


Open the cabinet doors and turn on the computer.

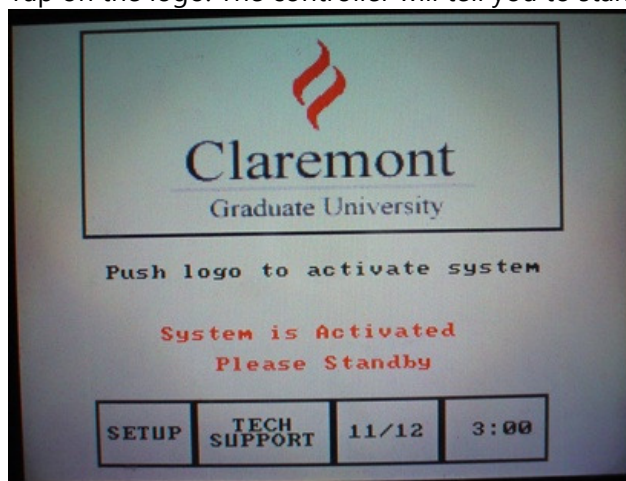
Take the wireless mouse, wireless keyboard, and the antenna for the wireless mouse and keyboard out of the

cabinet and place it on top of the cabinet.

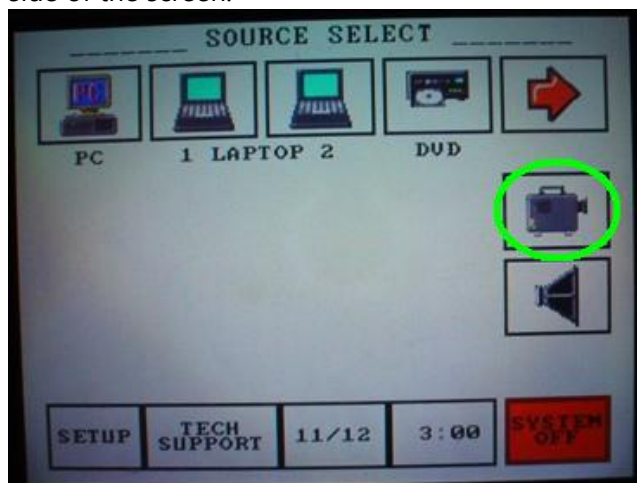
Take out the black controller and tap it screen. You should see this:



Tap on the logo. The controller will tell you to stand by:

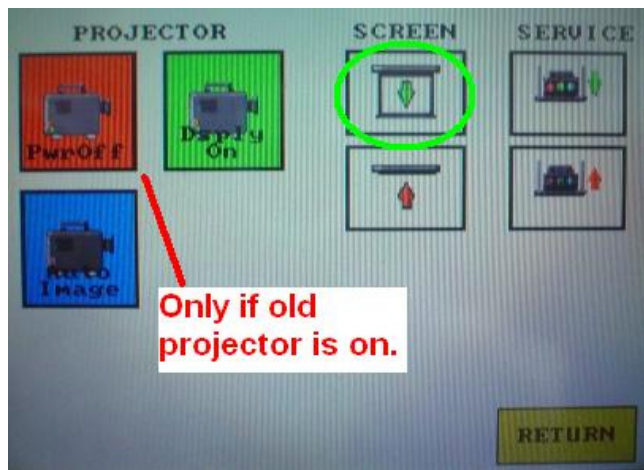


When the controller changes to this screen, tap on the projector icon (circled in green), located on the right side of the screen.



*** Do not tap on any other icons in the above picture, as it may raise the broken projector that is stored inside the conference table!

Then tap on the icon that shows the screen being lowered (circled in green). The screen should come down from the ceiling.



*** If you accidentally turned on the old projector that is stored in the conference table, press the PwrOff button to turn off the old projector. The old projector will go back down into the table in 5 minutes. Put the controller back in the charging cradle in the cabinet. Make sure the orange light on the front of the cradle is on. If not, check to make sure that the power cord did not disconnect from the back of the cradle. When it is time to clean up

- I. turn off the computer, the projector, and the speakers
- II. put away the wireless keyboard and antenna
- III. put the wireless mouse in the charging cradle and make sure it is charging
- IV. coil the laptop cable and put it back on top of the cabinet; the cable should still be connected to the projector
- V. do NOT raise the screen; it will raise itself at midnight