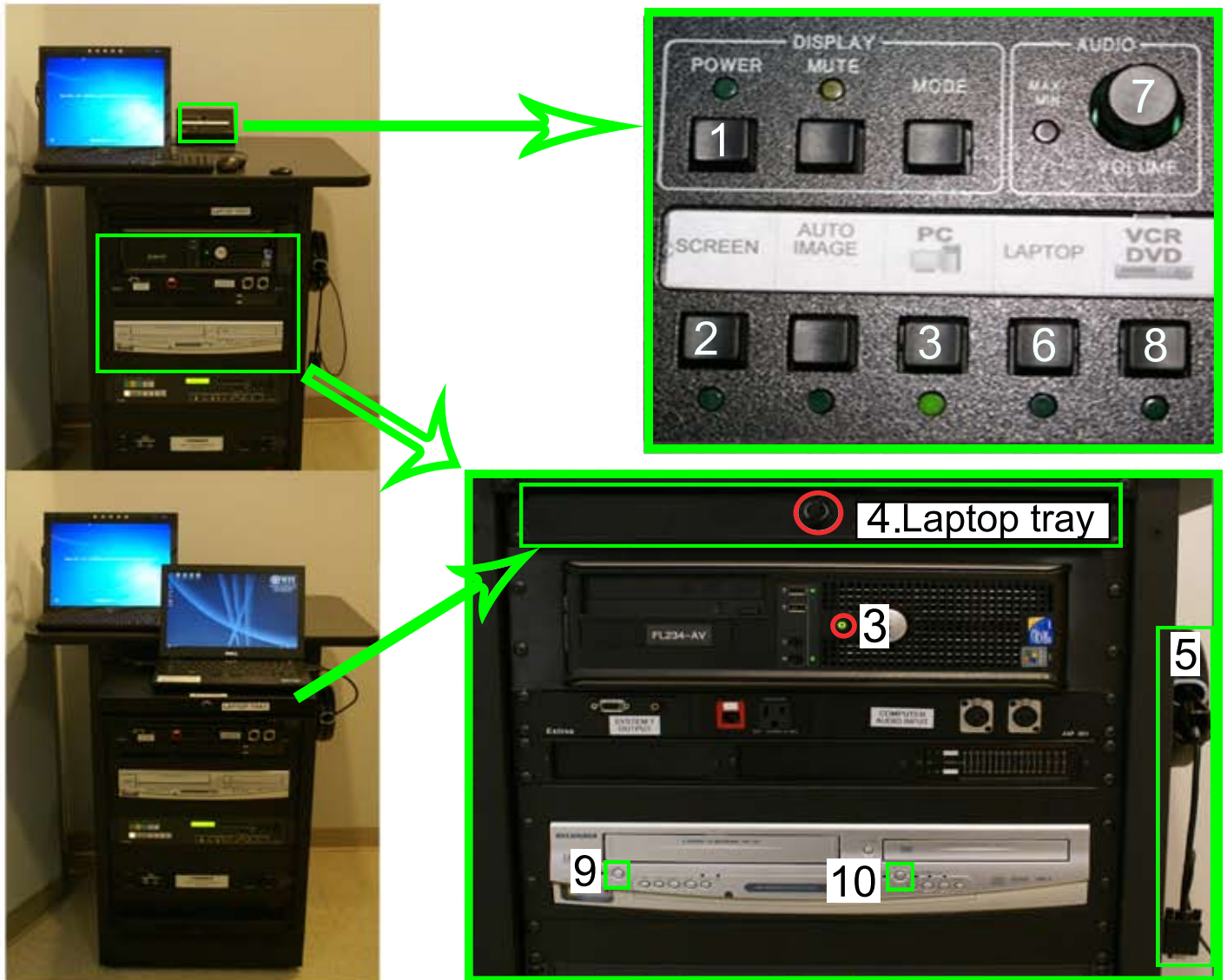


# Beckett Conference Room



1. To turn on the LCD projector, press and release the **POWER** button on the Extron panel.
2. To lower the screen, press and release the **SCREEN** button on the Extron panel.
3. To use the **PC** make sure the computer is turned on and press **PC** button on the Extron panel.
4. To pull out the laptop tray, turn the black knob to the right and then pull out the tray. To lock the tray turn the knob back to the left.
5. To use your laptop place it on the tray and plug the 15 pin **VGA** cable with the long audio cord into the appropriate **VGA** port of your laptop and plug the audio cord into the earphone jack.
6. Press the **LAPTOP** button on the Extron panel and plug in the power supply for your laptop into the podium and turn on the laptop.
7. Adjust the volume for the sound by turning the volume knob clockwise to increase the level, counterclockwise to decrease.
8. Press **VCR/DVD** on the Extron panel.
9. Power on the **DVD/VCR** combo unit.
10. Select **DVD/VCR** button on the **JVC** combo unit.
11. To turn off the LCD projector, press and release the **POWER** button.
12. To raise the screen, press and release the **SCREEN** button.