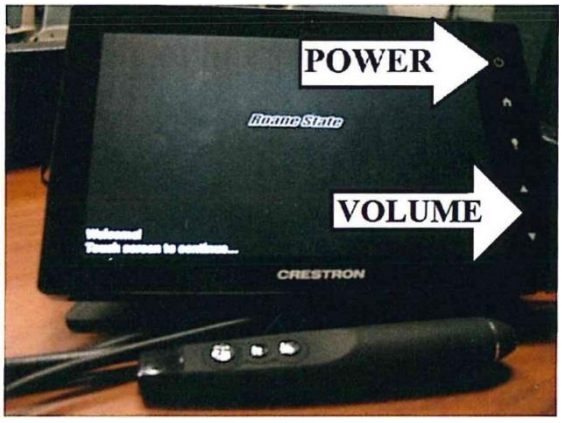
A-111 (City Room) Multimedia Equipment Instructions

1. Touch screen of black box on desk top.

2. Press power button for 5 seconds. Screen will drop down and projector will turn on. Wait about two minutes while projector warms up. Sound volume (except microphone) is adjustable using either the two buttons on box or knob on electronic box below microphone electronics.



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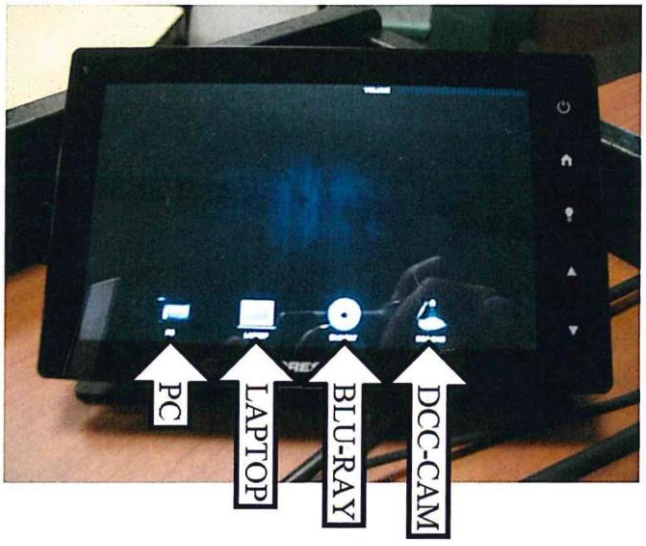
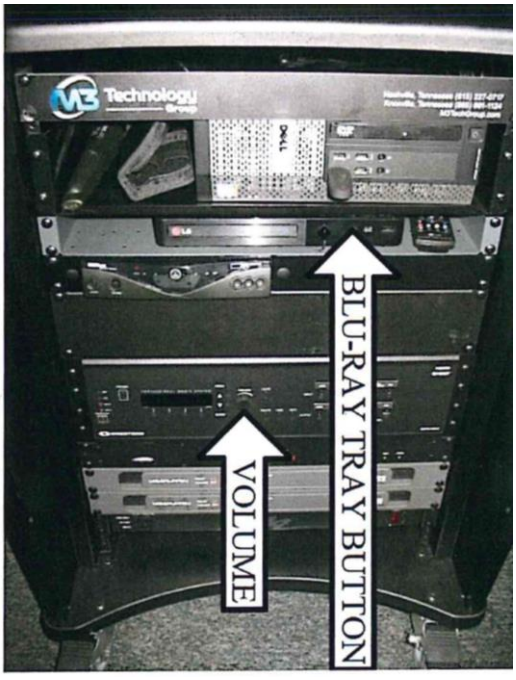
3. If external computer is to be used, attach it to the cable on the top of the table.

4. Touch correct icon at bottom of box screen.



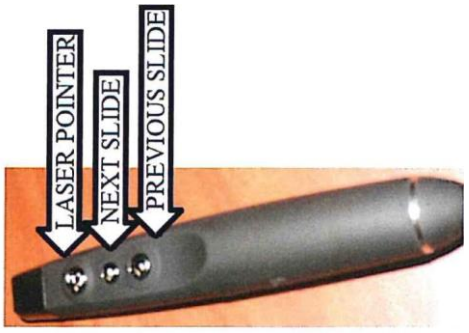
5. If Roane State computer is to be used, turn it on (if necessary), insert thumb drive, and follow directions on computer monitor.

7. If a Blu-Ray, DVD or CD disc is going to be used, turn on the Blu-Ray player, open tray and insert disc. Use the **Down** arrow to advance to the next lecture.

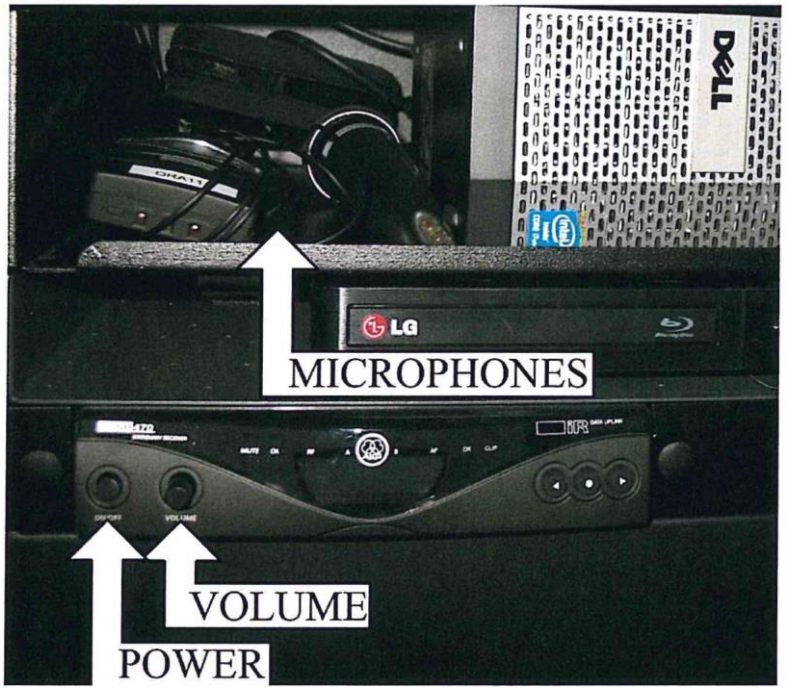


8. Use the Blu-ray remote to start, stop, or select menu on disc. In MENU mode, use arrow keys to move to correct choice, then press **Enter**.

9. This remote acts as slide advance and laser pointer.

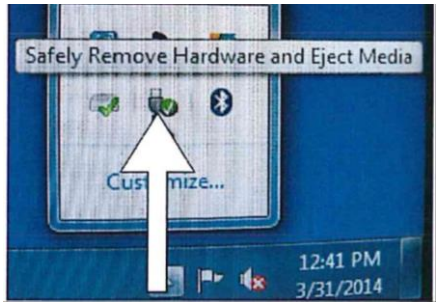


10. Give microphone to speaker, turn on microphone power, and adjust the volume with the knob on the microphone electronics.

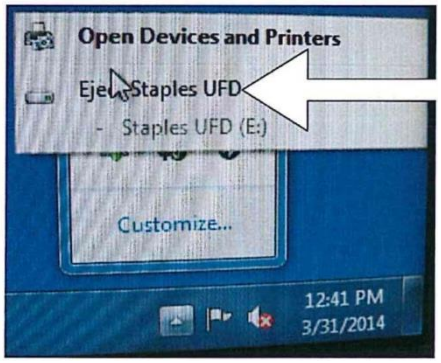


11. At end of presentation, turn off microphones and microphone electronics, and eject thumb drive CORRECTLY:

A. Bring up dialog box using the arrow at the bottom of the monitor and clicking on the Safely Remove Hardware and Eject Media



B. Select the thumb drive



C. Wait until **Safe to Remove Hardware** message appears.

12. Log off the computer by going to the **START** icon in lower left corner of the screen, moving the cursor to the arrow to the right of the **Shutdown** box, and selecting **Log Off**. **Leave the computer on.**

13. Raise the screen and turn off the projector by holding the POWER button on the box for five seconds.