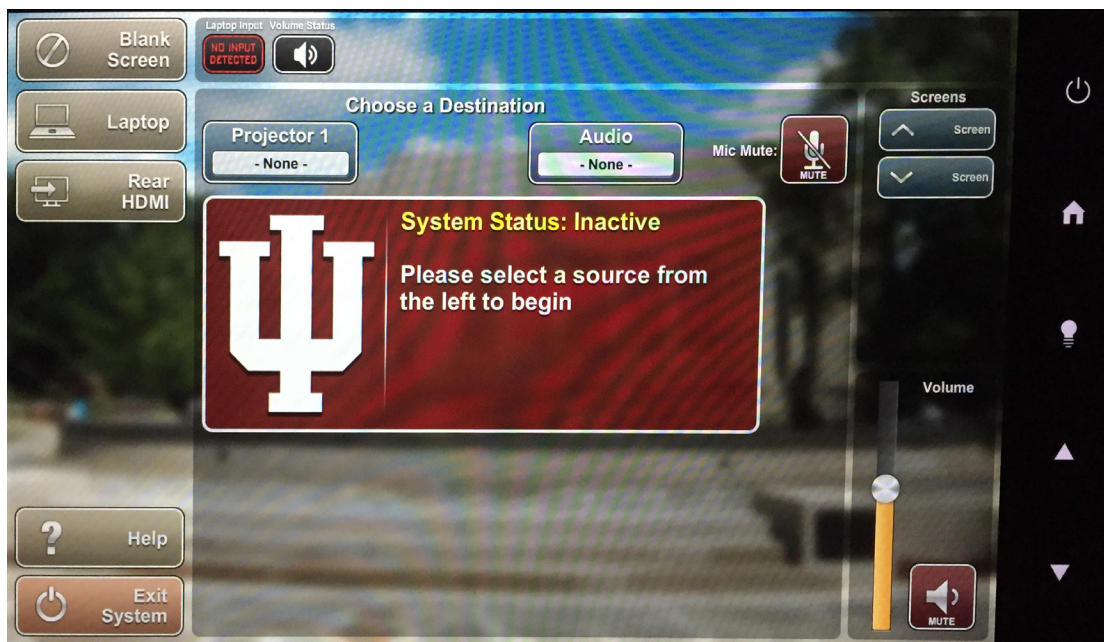


PROJECTING IN FORD HALL

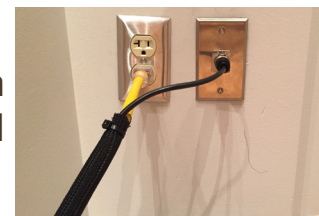
HOOKING YOUR LAPTOP UP TO THE PROJECTOR

- › There is a touch panel on the wall (stage right) that controls the screen and projector. If the touch screen is blank, touch to wake it up and you will see the following:



- › Select 'Laptop' and it will begin warming up the projector, lowering the screen and the 'Laptop' button will turn red. The warm-up will take about 30 seconds. Once warmed up, touch 'Projector 1' to display your laptop.

- › Roll the podium on stage and plug the power and XLR cables located on the bottom shelf of the podium into the wall outlets located on the wall below the touch panel.



- › Once connected to the wall, plug the HDMI or VGA cable from the podium's top shelf into your laptop.
- › If the laptop image does not take up the full screen you may need to extend the display and use Powerpoint in presenter mode.
- › You can blank the touch panel during your performance or lecture by touching the lightbulb button.
- › Once done, press 'Exit System' and then 'Yes' to turn off the projector and raise the screen. Also unplug the power and XLR (has clip to release) cables from the wall and put them back on the bottom shelf of the podium and roll it backstage.

AUDIO

- › Press the 'Audio' button the the touch panel if it does not already say 'Laptop' to play audio from your laptop.
- › Make sure your Audio preferences have the correct output selected. For PC, playback device should be set to 'Crestron' for both HDMI and VGA. For MacBooks 'System Preferences' sound output should be set to 'Crestron' for HDMI and 'Headphones' for VGA.
- › If you want to play audio with no video source you can plug the audio cable that's attached to the VGA into a laptop, phone, etc by itself.
- › You can adjust volume using the slider on the right-hand side of the touch screen. You can also mute by pressing the mute button next to the slider.

MICROPHONES

- › Microphones are located in a drawer labeled 'Microphones' in the rack backstage. There is a handheld, lavalier and a mic clip that can be attached to the podium to hold the handheld.
- › You can mute the microphones from the touch screen using the 'Mic Mute' button on the top right of the screen.
- › *DO NOT* adjust any settings or controls on the rack backstage. Doing so may prevent the audio and microphones from working.

QUESTIONS AND ISSUES

- › For questions or issues with the equipment in the hall please contact Music IT Services at musicits@indiana.edu or (812) 855-7832.

