McComsey Lectern Quick Instruction Sheet

Press buttons to:

1. Turn on projector
2. Turn off projector
3. Select Television Tuner
4. Select lectern PC
5. Select Document Camera
6. Select DVD player
7. Select HDMI Laptop
8. Select VGA Laptop
9. Volume adjust
10. Touch Screen

Pressing keys 1 or 2 will turn on and off the projector respectively.
Pressing keys 3 through 8 will display the named source on both the projector and PC monitor.

*Remember to listen for a distinct beep from the Touch Panel after a key press.*

Have questions call the Helpdesk @ 871 7777
Using the PC in the McComsey Hall

- The PC is located on a shelf on your right side*. Pull out the shelf to access the PC power button
- The Keyboard is on a sliding assembly on the left side. Pull it out to use

- The Mac mini power button is on the upper right corner of the PC. A diagram on the Touch Screen panel indicates the button’s location. Press firmly once to turn on the PC— if it is not already on.
- You will hear an apple boot noise indicating the computer is on, and will come to an operating system selection screen (Mac or Windows)
- Select your operating system using the arrow keys on the keyboard and hit enter.
- While the operating system logs on, look at the touch panel controls to your left. There is a button that says turn display on. Hit this button twice, once to wake up the controls and again to turn the projector on.
- You should now see your screen on both the projector and the monitor.
- Login continues as it did before.
- The **volume** (9) is controlled by the knob on the Touch panel; you will see an indicator on the Touch Screen when you turn the knob.
Using the DVD Player

On the Touch Panel: Press the DVD button (number 6)

(Press the button twice if the panel has gone to sleep)

Listen for an audible beep. This screen will appear

![DVD Player interface]

Press the power button to turn on the DVD player.

This screen should appear on the lectern monitor.

Have questions call the Helpdesk @ 871 7777
Press the TRAY OPEN button and wait for the DVD tray to open.

The DVD player is located below the keyboard.

Insert the disk into the DVD tray. Press the TRAY OPEN button to close the DVD tray.

Wait for the DVD player to read your disk. Press play for most DVD disks to play. Some DVD disks will require you to press the OK button on the menu page.

**Using the DVD Player**

**Menu Page**

The MENU button provides additional options. Press the MENU button—this screen will appear.

To return to the previous screen press the EXIT button.