On the Touch Panel are function switches for the PC ELMO, DVD, Laptop and TV. Pressing any one of these keys will switch the projector and the lectern monitor to the selected source. *Remember to listen for a distinct beep from the panel after a key press.

Using the PC in the McCullough Center

- Open the cart up as before and make sure that the PC is turned on. You can pull out the PC on a drawer by turning the black knob in the center of the tray clockwise then pull. This will release the tray.
- There is a power button on the PC is on the upper right corner. A diagram on the touch panel, which displays this location for you. 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 is controlled by the circle knob on the touch panel and will indicate whether you turn the volume up or down.

Turning off the equipment

- Make sure to logoff when you are done, whether on Mac or Windows
- Make sure you turn off the projector, there is a button directly underneath the projector on button labeled Display off. Again press the button once to wake the panel and once more to turn off the projector. A pop up will appear stating that the projector is powering down.
- Once this is done make sure you store the keyboard back in its original position.
- Make sure you stow away the PC and lock it into place by pushing it back into the cart and locking it by turning the knob counter clockwise.