

QUICK REFERENCE GUIDE

DO NOT DISCONNECT OR RECONFIGURE EXISTING CABLES.

PROJECTOR:

- With the white remote, point it toward the projector and press the red power button.
 - **Red light on projector will turn to green.**
 - **Blue count down timer will slowly appear on projection screen at the front of the room.**

COMPUTER:

- Power on the monitor with button at the lower right.
- In the lower cabinet press the square "PC" button on switcher located in black equipment tower.
- Power on PC by pressing inset button at left. PC is black and located on top of the black equipment tower.
- **Login to Novell with personal McLaren username and password.**

LAPTOP:

- Power on the monitor with button at the lower right.
- In the lower cabinet press the square "Laptop" button on switcher located in black equipment tower.
- Connect your laptop via the VGA cable located on the middle shelf in the lower cabinet. **Call IT if adapter is needed. (HDMI, etc.)**

USB DRIVE:

- Insert only into the USB port at the front of the PC.
- To prevent file corruption, drag and drop file to PC desktop before opening.

ALWAYS SHUT OFF WHEN FINISHED:

- With the white remote, press the red power button twice while pointing it at projector.
- Place the white remote near PC monitor in upper cabinet.
- Turn off monitors.
- If you used a Laptop, roll up the cable and place back on shelf.
- Close cabinet doors, if possible.

PHONE NUMBERS

Environmental Services: x32809

Assistance with room setup, clean up and room partitions.

Information Technology (IT): x38880

Software/program/website connectivity assistance.