**Projector Control**  
Projection Screen control switch found on the wall behind the lectern.

- **Toggle Power**  
  While the projector is warming up, this button will flash.

- **Connection Indicator**  
  Blinking Green = Good Connectivity  
  Solid Red = Connection Failure

- **A/V Mute**  
  Quickly block projected image.

- **Volume Control**  
  Slider and arrow buttons control the audio from Computer, A/V, and auxiliary sources.

- **Aspect Ratio**  
  Adjust the projected image shape to better fit the source height and width.

- **Input Selection**  
  Select an input to project.

- **Microphone Control**  
  Slider and arrow buttons control the audio from the wireless microphone receiver.

A wireless microphone is provided in this room.

**Tegrity**  
A 3.5mm audio cable is provided for microphone audio output to a guest laptop for Tegrity recording purposes.

NOTE: Batteries for this microphone are not supplied. When planning on using this microphone in the room, bring (2) AA batteries.

**Guest Laptop Mirroring Shortcut Keys**  
Most laptops will project an image to a secondary display immediately, when connected.  
If the projection is not automatic, certain shortcuts or keystrokes may be necessary:

- Windows XP and Windows Vista®: Fn+Function  
- Windows 7 and 8: Windows+P to bring up a toggle menu to select Duplicate.  
- Macintosh: CMD+F1 to Mirror  
Consult your computer user’s guide for specific information on your computer.

**Document Camera**  
The document camera is connected to the room computer.  
Project the Room Computer and select ImageMate for controls and camera view.

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**Updated:** 01.22.14