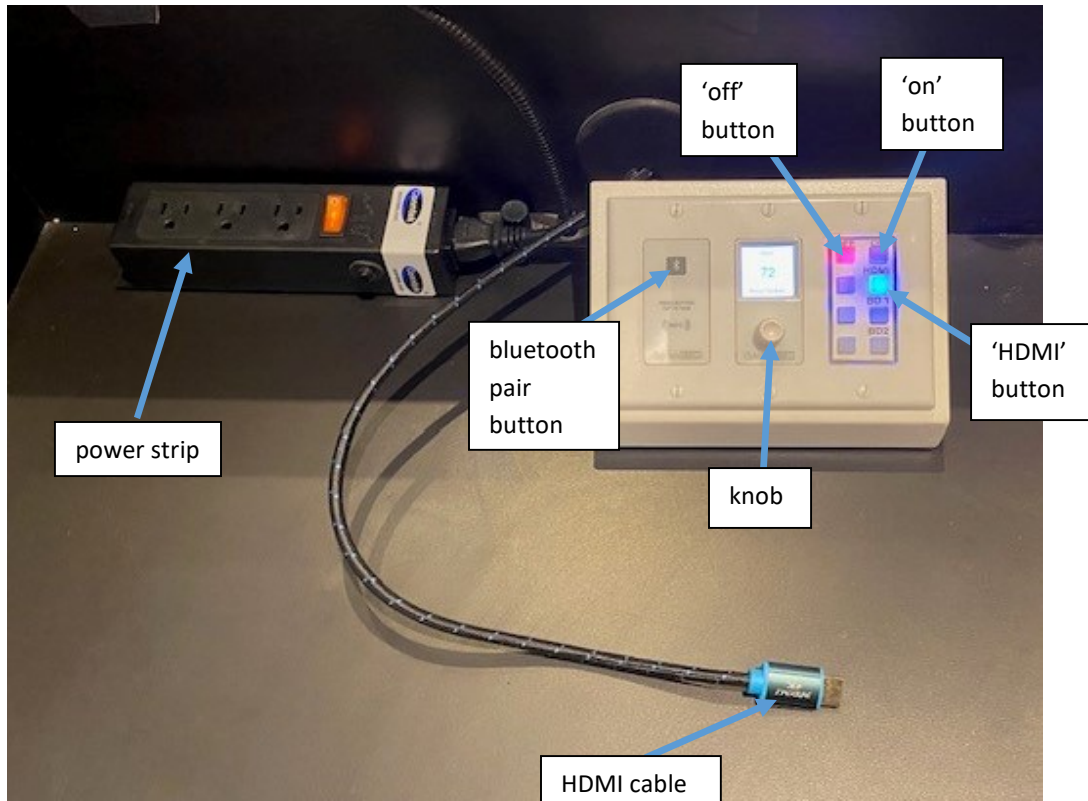


As pictured below, located on the podium in the front of the room is a power strip, a white box with button controls, and a HDMI cable for your use. Below are instructions for different operations.



### Turn the projector on and off

- Press the **'on'** button located on the white box. The button will turn blue to indicate projector turning on. The projector will take a minute or two to power on completely
- To turn the projector off: press the **'off'** button, which will turn red to indicate projector is powered off

### Connect laptop or other devices using HDMI cable

- Using the HDMI cable next to the white box, plug into a laptop or another device. If your device does not have a HDMI port an adapter will be needed
- Press the **'HDMI'** button on the white box (will light up blue when selected) to change projector screen input

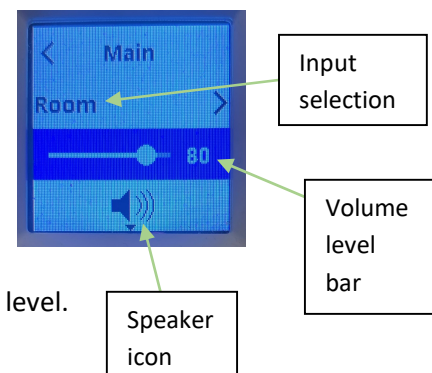
- The connected device will play audio through the system speakers. Adjust volume using your devices volume controls or follow 'Volume Controls' below
- Note: you can shut off the projector screen and the audio will still continue to play

## Connect device to Bluetooth (audio only)

- Press the gray bluetooth pair button on the white box to pair device. The button will blink blue to indicate it's in pairing mode
- In your device settings under Bluetooth, select the name "**Community BT**". The button will turn green once connected. To adjust volume, use your devices volume controls or follow 'Volume Controls' below
- Press the bluetooth pair button again to turn it off
- Note: Bluetooth will not automatically re-pair, so you will have to connect your device each time

## Volume Controls

- To adjust the volume using the white box, use the knob on the middle of the box (turn knob left/right to scroll up/down) to:
  - If the input selection is not set as 'Room', scroll to the input selection and push knob in until it clicks. Scroll to 'Room' and push knob in again to select
  - Then scroll to the volume level bar and push the knob in to open the volume menu, then turn the knob to choose volume level. Push knob in again to exit
  - To mute audio, scroll to the speaker icon and push the knob in. The icon should turn red with a 'x'. Push the knob in again to unmute



## Turn Podium Mic On/Off

- To the right of the white box is a mic attached to the podium. To turn mic on/off, use the knob on the middle of the white box (turn knob left/right to scroll up/down) to:
  - If the input selection is not set as 'Lectern Mic', scroll to the input selection and push knob in until it clicks to open menu with different input options. Scroll to 'Lectern Mic' and push knob in again to select
  - If the speaker icon is black like pictured above, the mic is on. To turn it off, scroll to the speaker icon and push knob in
  - If the speaker icon is red with a 'x' beside it, the mic is off. To turn it on, scroll to the speaker icon and push knob in