

Using the Equipment in Your Classroom

EMERGENCY EQUIPMENT ISSUES? Dial 214-768-8888

Wall-Mounted Keypad Classrooms & Study Rooms

1. Press the **On** button to power on the AV System.
 2. Select the desired source (varies by room)
 - a. **Lectern PC**
 - b. **Laptop VGA**
 - c. **Laptop HDMI**
 3. If you selected laptop
 - a. Duplicate the display
 - i. **Windows** computer:
 1. Press the **Windows** key and the **P** key simultaneously.
 2. Using your arrow keys, highlight **duplicate** and press enter.
 - ii. **Apple** computer:
 1. Click the **Apple** icon and select **System Preferences**
 2. Select **Displays**
 3. Select **Mirror** from the Arrangement menu.
4. Volume
 - a. Turn the Volume knob on the right side of the control panel
 - b. Adjust the computer volume as needed
5. Blank Screen
 - a. Tap the **Mute** button to blank the screen
 - b. Tap the **Mute button** again to restore the image
6. Please press the **Off** button to power off the equipment when you are finished.

