1. Lower the **projector screen** by adjusting the toggle switch (located on the wall right of the podium). Note: Turn the motor off by returning the switch to the center position.

2. Turn the ceiling projector on by press the “**PROJ ON/OFF**” button (black Extron panel, located at the top of the podium), or with the white Epson remote (top drawer of the podium).

   - If you need additional viewing angles (**LCD televisions**), press the “**FLAT PANEL ON/OFF**” to turn the televisions on.

3. Select your source device (laptop, document camera, DVD/VCR) by pressing the following buttons:

4. If you are using a **laptop**, enter your credentials at the Novell log-in screen. (Note: There are detailed log-in instructions attached to the laptop computer).
To play a **DVD** via laptop, insert the disc and VLC should automatically start the video (the “AutoPlay” menu should appear), if the video does not start, go to “My Computer” right-click the drive or disc and click “Play with VLC media player” in the context menu.

Note: If you need to play a VHS or would prefer to use the VHS/DVD player, open the bottom cabinet (player is located at the top of the rack). Insert your tape or disc and select “**DVD/VCR**” on the Extron panel (remote is located in the top drawer).

5. If you are using the **document camera**, pull out the drawer located on the left side of podium. Press the “Power” and “Lamp” buttons to turn on the camera. Select “**DOC CAM**” on the Extron panel.

**Notes:**
- To adjust the **volume**, use the volume knob on the Extron panel (located at the top of the podium.)
- For PowerPoint, there is a Logitech wireless presenter (**clicker**) in the top drawer, pull the USB receiver out and plug into any available USB port on the computer.
- For presentations, there is a Shure **wireless lapel microphone** in the top drawer of the podium, press the “MUTE” button at the top of the wireless unit to power on.
- To toggle the display settings (laptop only, duplicate, projector only), press **FN key and F4**.

If you have any questions or concerns, please contact colit@niu.edu or for immediate assistance call 753-1784.