Guide for Using the AB Projection System

Step 1: **Lower Screen by pressing the down arrow on Button Set B.**

Step 2: **Lower Projection System by pressing the down arrow on Button Set C.**

Step 3: **Press the "ON" Button on Button Set A to turn the projector on.**

Step 4: **Press the "PC" Button" on Button Set A.**

Step 5(A): **Using the house computer (Skip to Step 5(B) if you are using a notebook computer):**

1. Locate the wireless mouse and keyboard, usually inside the glass cabinet or on the podium, and pull it out for your use. (Please note the keyboard and mouse can be used anywhere in the room).

2. The house computer (inside the glass cabinet) should already be on, but press the round reset/power button on front of the computer if it appears to be off.

3. Once the Windows log-on appears, log on using your Blazer ID and password. If you are a non-UAB guest, please ask your UAB meeting sponsor to log on for you.

4. Load the presentation as you normally would on any Windows PC.

Step 5(B): **Using a notebook computer (Skip to Step 6 if you are using the house computer):**

1. Plug the guest AV cable located inside the glass cabinet to your notebook computer, turn your computer on and load the presentation as you normally would (the system will automatically find your notebook and project your screen view onto the house screen). Audio cable should be plugged into the headphone out jack on notebook to hear sound of presentation(if your presentation has audio, See step #7)

Step 6: **Use the presentation remote (also located in the glass cabinet) to scroll your slides forward or back (right and left buttons) while using the house computer. The remote has a built in laser point (the top button) and you can blank/unblank the screen at any time by pressing the bottom button.**

Step 7: **If your presentation has sound, use the knob on Button Set A to control the volume. To mute/unmute sound at any point in time, press the "AUDIO MUTE" Button, also on Button Set A.**

Note 1: To queue up another presentation on a notebook computer while the first presentation is being shown, plug the guest portal AV cord (located on the lower wall directly across from the podium) into the notebook computer. To show this additional presentation onscreen, press the "WALL PLATE" button on Button Set A.

Note 2: Pressing the "VCR" button on Button Set A will allow you to use either the VCR or the ELMO display unit (both are located in the glass cabinet).

To shut the AV system down (notebook users may unhook their computers at any time and start the shut down procedure with Item Number 3):

1. Close any software you are using.
2. Log off the house computer but leave it running.
3. Turn off the projection system by pressing the "Off" button on Button Set A. ***Do not raise the projection system back into the ceiling until the cooling fan goes off.***
4. Raise the screen by pressing the up arrow button on Button Set B.
5. Raise the projection system (once the cooling fan goes off) by pressing the up arrow button on Button Set C.
6. Return the keyboard, mouse and remote control to the glass cabinet where the house computer is located.