

# Auditorium Help Sheet

## How to turn on the Projector

1. Tap the screen of the AMX box to the right of the monitor.
2. Select "Presentation"

## How to Use the Computer with the Projector

1. Select "Lectern PC"
2. Make sure if you are wanting to use the microphone that it is not muted. (The microphone on the desk only works with the Lectern PC)
3. Make sure if you have auditory media, that it is not muted on the AMX or on the computer itself.

## How to Use a Laptop with the Projector

1. Locate the VGA cable on the podium. It has a label of "Laptop Video".
2. Make sure you have the appropriate adapters to connect your computer to this cord via HDMI, Display Port, USB, etc.
3. If you have auditory media, make sure the laptop and the AMX box are not muted.
4. If you need a mic, you must use a wireless mic in the right side drawer of the podium.

## How to Use the Hands Free Mics

1. There is an on and off switch on the top of these mics. Simply switch them on and wait a few moments for them to connect. If they do not come on, check the battery.

## How to Use the Wireless Stick Mic

1. There is an on and off switch on the base of this mic. Simply it on and wait a few moments for it to connect. If it does not come on, check the battery.

## Computer Resolution

1. The Lectern computer's resolution should always stay at 1680 x 1050 at a refresh rate of 60Hz. Do not make any changes to this as it will negatively affect the projector.

## End of Presentation Check-List

1. Power Down: Make sure you select "No Media" and then "System Power" to turn the projector and mics off. Leave the computer itself on. If you are using any extra mics, make sure they are turned off and returned to the drawer in the podium.
2. Clean Up Area: Take any trash or drinks that you have with you and put them in the appropriate bins.
3. Do Not Leave Anything Behind: Take all personal belongings that you have brought with you when you leave.
4. Make sure that everything is put back where you got it.

Before you call EIT IT, please make sure that you have read and followed these steps if you are having an issue that is similar. If you have a different issue, please e-mail [eit-help@ualr.edu](mailto:eit-help@ualr.edu) and describe the problem you are having.

Good Luck with your Presentation!