**Turn On System:**
- Tap the control panel “Press Here To Begin”
  This will lower the screens. Wait about 10 seconds for everything to turn on.

**Main Control Panel Screen (SECTIONS):**
- Present (Onboard PC or laptop)
- Camera Control (Optional)
- Mics (Volume adjustments)
- Power (To Shut System Off)
- Display Settings

Most settings are pre-set; and at default levels which is sufficient for room usage. If you change a setting; please set it back.

**Connecting a Laptop:**
- Use the HDMI Cable
- Use the HDMI+USB-C adapter
- (Optional) Use Network (if needed) (PUBLIC “UCLAWEB” Wifi Avail)
- (Optional) Connect USB if you want to connect to room camera.

**Switch Source to display laptop (or PC):**
- After connecting the HDMI cable; under the PRESENT option; tap LAPTOP. The screens will switch to your laptop screen.
- Tap PC if you want to display the onboard PC computer screen.
Mics (In-Room and Computer):
- Tabletop Mic
  (press “PUSH” to toggle on/off)
- Handheld Mics (4) are located under the podium. They are wireless. Volume is preset under the MIC section. [Already Set]
- Wireless Lavalier also available under the podium. Volume is preset under the MIC section.

All mics are also connected as an AUDIO source to applications such as ZOOM when using the onboard computer.

Turning off the system:
- Press POWER on the SECTION menu bar; and click YES, Power Off to shut down the system (reset room).

PLEASE DO NOT SHUT DOWN THE PC

For support contact:
Luskin IT Support (310.206.6767)
Email: ITSUPPORT@LUSKIN.UCLA.EDU

If the SYSTEM is ALREADY on; but nothing is displayed on the projector:
- Check under PRESET Section Menu “PC” is selected.
- Check under PRESET Section Menu “PROJECTOR BLANK” is turned off
- While the PC should not be off; a previous may have accidentally done so.

Please DO NOT MOVE THE PODIUM under any circumstances.