

Smith Hall Projection Equipment



Smith Hall is outfitted with a computer, data projector, webcam, and two microphones to accommodate meetings and lectures.

Computer

The computer is located on the lower, right shelf of the equipment lectern.

Make sure the computer is turned on. The light on the power button will be illuminated if the computer is on. Log in with your North Central credentials as with any computer on campus.



Projection

To turn on the data projector, use the keypad located on the top, right of the equipment lectern. Press **ON** to turn on the projector.

The projector will automatically choose the correct input for the computer.



The image will display directly onto the east wall of Smith Hall – no projection screen is necessary.

If you wish to use your own laptop, simply plug the loose HDMI cable found on the top of the lectern, into your laptop. The device will be detected automatically, and will display on the projector.

If it does not, refer to your laptop directions to turn on the external HDMI port.

Mute the Projector

To momentarily black out the video of the projector (to privately access your files without everyone in the room seeing the screen), press "**PICTURE MUTE ON**". The projector will display a black screen, but the computer monitor will remain on.

To unmute, and allow everyone to see the image on the projector, press "**PICTURE MUTE OFF**".

Audio

Controls for audio are located on the bottom left of the equipment lectern.



The main power button at the top right needs to be turned on for audio to function.

The two knobs labeled "**MASTER VOLUME**" should be turned up to **15**.

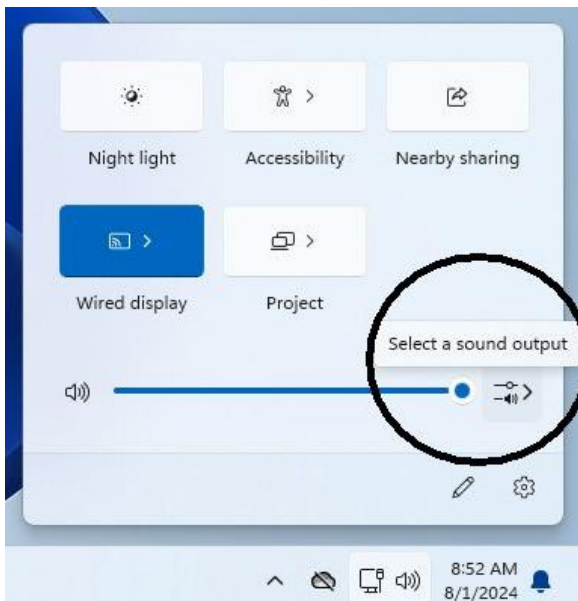




The knob on the left of the mixer labeled **PC** adjusts the volume of the computer audio.

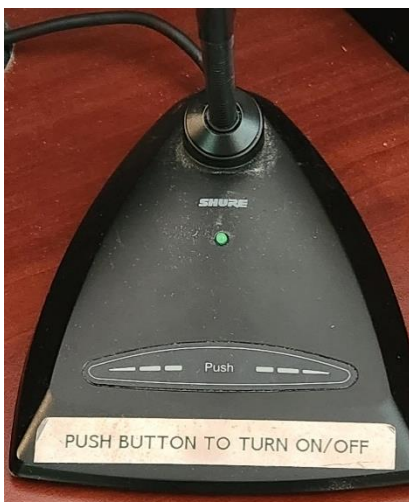
In addition, the volume on the computer taskbar can be adjusted as any other computer.

The playback device should be **"SPEAKERS (Realtek High Definition Audio)"**



Microphone

To use the lectern microphone, simply press the button located on the base of the microphone. The microphone will remain on until the button is pressed again. An LED will illuminate when the microphone is on. You may adjust the volume of the microphone using the knob on the mixer labeled **"MIC"**. A setting of 5 to 7 is generally plenty of volume.



A wireless microphone is available as well. Simply press the power button located on the microphone itself to activate. Please make sure to turn off the microphone when finished.