

Operating Instructions for BW 108

⇒ Powering Up

In order to use the projection system effectively, you must first power everything up. There are a few key components that must be turned on.

➤ Projector Power:

- ◆ To turn the Projector on, you must use the projector's remote and press the *Power* button (The remote should be to the side of the instructor's desk).



Please Note: When using the projector remote, make sure you point to the front of the projector, or the projector might not respond accordingly.

Depending on what you are planning on using during your presentation, you will need to turn on a few more devices. The following components may be turned on if you require them.

➤ **Computer:**

- ◆ To turn on the computer, just press the *Power* button.



- ◆ If you have your presentation saved on a zip disk, floppy, CD-ROM, or USB Flash drive, you can use it by putting it in the appropriate drives shown above.

- ◆ Once the projector is on, whatever you do on the computer that is named the Instructor Station will be shown on the screen.

➤ **Speakers**

- ◆ There are speakers situated on either side of the monitor. There is a dial you just turn to the left to turn them on or off.

⇒ **Closing Down**

When you are finished using the multimedia room equipment, please check to make sure that all of the following are turned off:

- ◆ The Projector: To turn the projector off, you must press the *Power* button twice.
- ◆ The Computer: Go to Start > Shut Down and make sure Shut Down is selected in the drop down box. The click *OK*. When it powers off, turn off the monitor.