Instruction Sheet for the New Berlin Library Projection System
as of 20Aug19

Lower Screen
　　Use the Up/Down button at the back of the room (near the double doors). Turn on lights on the keypad at the same keypad.

Hook up Laptop
　　Plug in power cord to laptop and into the wall outlet
　　Plug the VGA to VGA cable into the laptop and into the wall outlet.

VGA Cables

Audio Cable

Wall Projection Keypad

VGA Cable and Audio Cable

Turn on the Overhead Projector
　　On the wall keypad, press Power, then Main, then Projector and switch the input to Computer.

Audio
　　Use the audio cable to connect to the wall outlet and plug into the headphone jack on the laptop. Control the volume using either the

speaker/headphone click on the laptop, or use the wall keypad to adjust the volume.

      Microphone (Stick) Turn on unit on the microphone stem. It is automatically connected to the sound system. Use the wall keypad to adjust the volume. Takes 2 AA batteries.

      Microphone (Clip) Remove the cover on the face of the microphone and turn on. It is automatically connected to the sound system. Use the wall keypad to adjust the volume. To turn off: remove cover on the face of the microphone and PRESS AND HOLD the power button. Takes 2 AA batteries. Keep the unit away from the microphone, or you'll get feedback.

      Microphone router is in the locked closet at back of room. If microphones don't work, ask for assistance in unlocking the closet and ensure that all the routing equipment is powered on.