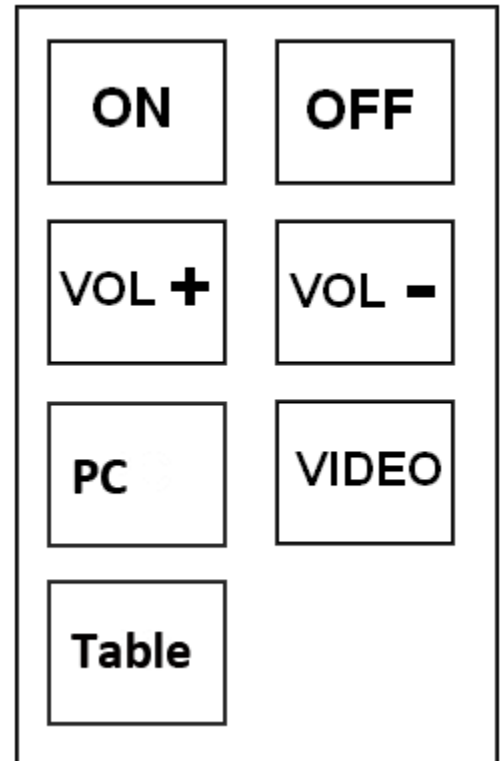


# Room Operating Instructions

NOTE: Activities are controlled through the wall panel. Using the buttons on the projector will disrupt the panel operability for the next user.

Press on the control panel buttons to switch between devices.

- Power Projector: Press ON button. Screen will lower automatically.
- To use desk computer: Press PC button.
- To use document camera or other video equipment: Press VIDEO.
- To use a personal laptop: Connect your laptop to the wall connection. *You will need to provide your own cable.* Press TABLE.
- Volume is controlled by the + or – buttons on the control panel.
- To turn projector off and raise screen, press OFF button TWICE.
- Please remember to lock the room when you leave.



**Control Panel**

For help or to arrange a session to test the equipment prior to the use of the room, please contact David Boddie (dboddie@uark.edu, 575-5418), the Libraries' Systems Department Help Desk (575-7990) or Performing Arts and Media (avserv@uark.edu, 575-5517)