

A/V EQUIPMENT INSTRUCTIONS  
RICHARD C. TRUDEAU TRAINING CENTER



The Richard C. Trudeau Training Center has an overhead projection system and six overhead speakers in the Main room. The projection system is controlled by the build-in Smart Panel system located behind the podium. All of the cables required to connect a laptop are located at the podium.



Setup your laptop on the podium.



All of the audio visual connection cables are located at the podium



You can raise or lower the podium by pressing either the UP button or the DOWN button on the right side of the podium



Connect the projector/Smart Panel video input cable to the VGA output on the laptop. The laptop and project should auto sync with each other. If not, press the Function key and F8 key on the laptop to sync the projector and laptop.

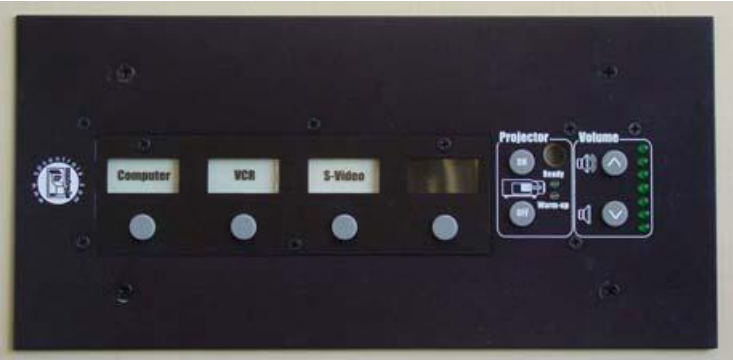



Typical Function Keyboard Key



If your presentation has imbedded audio or video you need to connect the audio cable to your laptop. Connect the audio cable to the audio out port (earphone icon)



Inside the cabinet behind the podium you can load a DVD or VHS tape into player and select the corresponding input on the Smart Panel to play the DVD or VHS tape

	<p>Turn on the projector at the Smart Panel after the computer has been started. Press the projector ON button. The screen will automatically drop down. (The screen can be lowered with the UP or DOWN buttons with the screen control switch.) If needed press the computer input button on the Smart Panel. The projector will display the computer screen in approximately one minute. To use the DVD or VCR player select the either the DVD input or VCR input button</p>
	<p>To adjust the volume for audio output from your laptop or the DVD/VCR player press the volume button to increase or decrease the level as required.</p>
	<p>Screen Control Switch</p> <p>The screen can be lowered with the UP or DOWN buttons with the screen control switch.</p>
	<p>Podium Microphone, Lapel Microphone &amp; Wireless Microphone Volume Control</p> <p>Adjust the podium microphone, lapel microphone and wireless microphone volume with the volume control knob located next to the Smart Panel</p>