

MIRIAM HALL ATRIUM

A Guide to Using the Projector in the Atrium



Please begin by:

- Using the toggle switch on the closet wall, lower the atrium screen
- While internet via wifi is available in the Atrium, there is no wired connection; UD or Guest credentials will be necessary to use the wifi connection

Available in the technology closet:

- Two microphones (one clip on, one fitted for hand held attachment) sitting in the charger on the floor
- A mobile podium
- VGA cables
- Projector remote (found in the black drawer)



Using Microphones

- For the lapel clip microphone you need only clip it on and press the small rectangular button on the mic. The green light indicates it is live.
- For the larger, hand-held microphone, plug the transmitter into the hand-held and use the small rectangular button. The green light indicates it is live.
- Use the beige dial on the wall in the atrium to control the volume of the microphones.



Display your Laptop or other device

- Use a VGA cable (along with any necessary adapters) to connect your device to the wall plate located under the projector screen.
- Select the proper input for the projector using the remote
 - o BNC for laptop connected to VGA wallplate
 - o HDMI for the BluRay Player
 - o Video 1 for the DVD/VCR/Cable TV

When finished, please:

- Use the remote to turn off the projector
- Use the toggle switch on the closet wall to put the screen up
- Return all cables, microphones, remotes, and the podium to the closet