Full Screen Presentation

Touch Panel
While standing at the podium, there is a computer monitor on the left and another “screen” to the right. This is the “Touch Panel” where many of the elements in the room can be controlled.

1. Touch the panel to activate. If it’s black, touching it will activate the red Cornell screen. Touch Again to get to the menu.

2. Select “Full Screen and VTC” to show a full-screen presentation.

3. Select “Presets” under Lighting.
4. Then, select your lighting preference. “Use Large Screen” will dim the lights in the front of the room for better visibility of the projected image.

Using a Presentation on a USB Flash Drive
1. Be sure that the computer and monitor are powered on by observing the power button on the front of the computer and the light at the bottom of the monitor. Move the mouse to activate the monitor, if necessary.
2. Insert the USB drive into the USB Hub.

3. Locate your files on the USB drive
4. Move these files to the desktop of the computer for use during your presentation. Be sure to delete these files from the computer desktop when finished.
5. Open your files from the desktop to begin presentation.

Using the Microphone
1. Press **and hold** the Power button to turn on the transmitter.

   *Note: To mute the microphone, press the power button once, quickly while powered on.*

2. Clip transmitter to waist.
3. Clip microphone to lapel.
4. Select “Mic Select.”
5. Select “Wireless Mic1” and “Wireless Mic2.”
6. Test for volume and adjust as needed.

When Finished
1. Turn off the microphone(s) by pressing **and holding** the power button until light turns off.
2. Turn off the Projector. Once you see the red Cornell screen, it will turn off on its own.
3. Delete your presentation files from the desktop.
4. You may leave the computer on.
5. Turn off the lights by the exit if no one is using the classroom afterwards.

Contact John Hill (jeh24@cornell.edu, 5-1128),
College of Human Ecology Computing Services Group,
with any questions or problems.