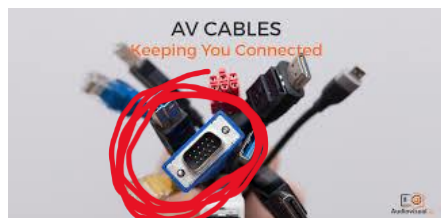


Using the AV system and microphones:

- Arrive at the Undergrad Advising office in Lerner by 4 p.m. the day of your event, to have Molly or Lisa Brown open the AV closet for you.
 - Prop open the door with the door stopper as you will not be given the key.
- Get the needed microphones from the AV system black box hanging on the wall behind the door in the closet.
- Check that there is enough battery in the microphone(s).
- Plug your laptop into the AV system by the wooden column outside of the AV closet, making sure both cords are plugged into your laptop so you have visual and audio functionality.
 - Video is the larger cord; audio is the small, thinner cord.
- The touch panel has a passcode of 1234 <enter>
- The wired microphone on top of the equipment rack must remain plugged into the jack labeled "Line 1". If it gets unplugged, there is a low-level hum in the speakers.
- You will need to have an adapter if your laptop does not have a port that looks like this:



- Drop the screen down, if needed, using the panel on the wall by touching the screen to “wake it up.”



- Test the microphones.
- Run something off your laptop to test the screen and speakers.
 - You can play music from your laptop.