

- **Connecting Blu-Ray/DVD/CD Player/Lavaliere and Podium Microphones**

### *Computer-Audio*

**Step One:** Refer to the appropriate (Windows or Apple) projector set-up guides and connect your computer to the VGA cable.

**Step Two:** Insert the audio cable attached to the VGA cable to the headphone jack on your computer.

**Step Three:** Use the Audio Control Panel located in TCES 139 on the wall behind the podium and in TCES 141 next to the sink area to control volume and select appropriate media. Press in the **SEL/VOL** knob until the light stops at **COMP/VID** for audio from computer.

**Step Four:** Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3<sup>rd</sup> or 4<sup>th</sup> light. See Picture A for example.



Picture A

### *Blu-Ray/CD/DVD Player*

**Step One:** Have your event coordinator or the receptionist at the front desk unlock the DVD compartment. Locate the RCA cable (with red, white and yellow prongs).

**Step Two:** Once the cable is attached to the player of choice, plug it into the podium. The cable and podium are color coded. Plug the cables into the designated color plug in the podium. See Picture B for example.

**Step Three:** Make sure to power the player ON. Press “open door” button on the player and insert DVD/CD in tray. Press Play.

**Step four:** Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3<sup>rd</sup> or 4<sup>th</sup> light. See Picture A for example.

**Step Five:** When done, remove DVD/CD from player and turn off.



Picture B

If you require assistance please contact the Helpdesk at [Helpdesk@sierranevada.edu](mailto:Helpdesk@sierranevada.edu) or ext. 7500.



### ***Lavaliere (Lapel) Microphones (two available)***

*Please note: arrangements must be made two days prior to event for use of lavaliere microphones.*

**Step One:** Obtain lavaliere microphones from your event coordinator or the receptionist at the front desk.

**Step Two:** Turn on the microphone. The on/off button is located inside the microphone. Press the button on the side of the unit to open.

**Step Three:** Ensure the microphone is switched to “mute”. The mute switch is located at the top of the microphone.

**Step Four:** Use the Audio Control Panel located in TCES 139 on the wall behind the podium and in TCES 141 next to the sink area to control volume and select appropriate media. Press the **SEL/VOL** knob until the light stops at **LAV-MIC** for audio.

**Step Five:** Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3<sup>rd</sup> or 4<sup>th</sup> light. See Picture A for example.



Picture A

### ***Podium Microphone***

*Please note: arrangements must be made two days prior to event for use of podium microphone.*

**Step One:** Plug the microphone cord into the microphone jack on the podium and turn ON.

**Step Two:** Use the Audio Control Panel located in TCES 139 on the wall behind the podium and in TCES 141 next to the sink area to control volume and select appropriate media. Press the **SEL/VOL** knob until the light stops at **MIC-IN** for audio.

**Step Three:** Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3<sup>rd</sup> or 4<sup>th</sup> light. See Picture A for example.

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