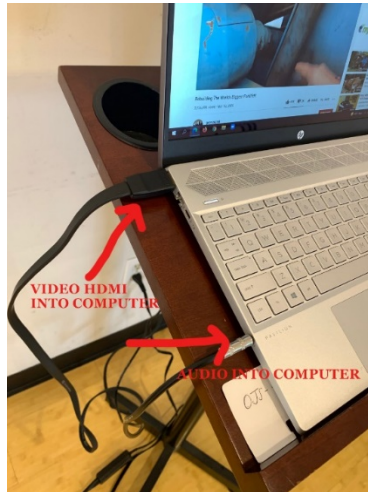


OVERHEAD PROJECTOR AND MICROPHONES

To use the overhead projector, there are two cables that need to be attached to a laptop: 1 video and 1 audio.

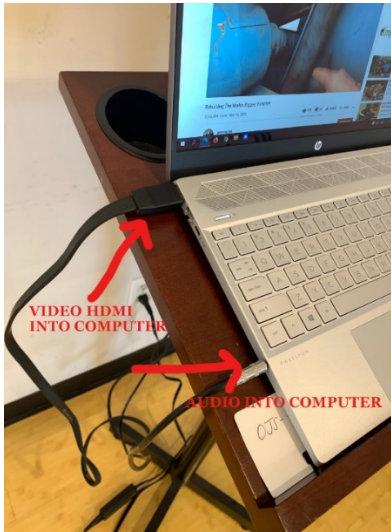
VIDEO

The video cable is connected to the cable coming out of the wall. This has an HDMI connector that will connect directly into a laptop. If your laptop doesn't have an HDMI port, you will need the appropriate HDMI/ converter.



AUDIO

There is a cable in the AV closet labeled Audio for Projector. This will plug into the wall where it is labeled 'Audio' and plug directly into a laptop headphone jack. There is a remote in the AV closet to work the projector and control the volume.



MIXING BOARD

There is a mixing board in the AV closet that will control the levels of the audio from the projector and the 2 available microphones.

There are 4 connectors in the mixing board:

1. Controls Microphone 1
2. Controls Microphone 2
3. Controls Audio for the projector
4. Controls Audio for the projector

If you are not hearing the microphones or the audio from the projector, make sure the cables are attached AND that the risers on the mixing board are up.



MICROPHONES

There are two microphones that are labeled 1 and 2. To turn on microphones, turn on the main gray receiver box that is above the microphones in the AV closet. On each microphone there are two buttons, hold down the left button to turn on the microphone (it takes a couple of seconds). Make sure the mic is on AND the riser on the mixing board is up.

If you have questions during regular business hours, call the Long Beach Community Foundation at 562/435-9033.