

**Apison Retreat Center
Auditorium Computer, Projector and Sound System**

1. Turn Power Strip outlet on that is to the right of the sound system in the cabinet. This turns on the sound system.
2. Channel 1 is typically connected to the podium microphone. The other channels may be used to connect a keyboard, iPod, laptop computer, guitar, etc. Use the lower knob above each connection to turn up or down the sound. A “direct box” is provided for use with a keyboard/guitar if needed.
3. If projection is desired, locate the projector remote, point remote toward projector and press “on” (you will know it is on when the light on the projector comes on solid). You may have to move to closer to under the projector. Locate the projector screen remote and press the down arrow to lower the screen. Be sure the HDMI cable from the projector to the computer is plugged into the computer.
4. Turn the computer on for playing music, showing lyrics, videos, etc. The computer is hard wired to the internet. The password for wireless internet access is “apisonretreatcenter” if needed.
5. If you are going to play music or sound from another computer or iPod, you will need to connect the cable that is connected to the sound system to the headphone jack on the computer, phone or iPad. Be sure to turn up the volume on the computer or other device and the application you are using to about 50%, and then use the sound system for volume control.

Be sure to turn projector off at the end of day or after use – by pushing “Off” button on remote twice, you may have to move closer to under the projector. Watch for a dialog on the projector screen that tells you to press the power switch again.